

NOTICE OF APPEAL for Belfairs Academy

I wish to appeal the decision of the admission authority to refuse my child a place at Belfairs Academy

School Name					
Section 1					
Surname	PUPIL DETAILS Please print				
Forename (s)					
Date of birth	Male Female				
Home address					
	Postcode				
Section 2	PARENT / CARER'S DETAILS				
Mr/Mrs/Miss/Ms (or other)	Forename Surname				
Telephone no. Home	Work				
Mobile	Relationship to child				
Do you have parent	tal responsibility for this child Yes No				
Address if different Section1	to				
	Postcode				
Email					
Costion 2					
Section 3	Current School Information				
Current Primary Sc					
and address of sch	ool Postcode				
Has your child beer	n offered a place at any school?				
If yes, name of Sch	ool				
Have you accepted the school place offered? Yes No					
When do you want your child admitted to your preferred school?					

Section 4	SIBLINGS							
Do you have any other school age children (Age 5-18?)					Yes		No	
If YES please provid	e details below:							
Name of Ch	ild	Date of Birth	Year Group		Schoo	ol attendir	ng	
Section 5	APPEAL P	ANEL HEAI	RING					
Will you be attending If YES, will anyone e If YES, please confir Solicitor:	lse be coming v	vith you?			Yes Yes rou in a l	egal capad	No No city, e.g	. a
Mr/Mrs/Miss/Ms (or other)	Forena	me		Surname				
Capacity of Representation								
If you confirm that yo reasonable explanati the basis of your writ	ion do not do so							
If you confirm that yo on the basis of whate	ever you have w	ritten on thi	s form together v	vith any other of	correspo	ondence yo	bu may	have had

with the admission authority regarding your application for a school place. It is, therefore, vital that you include in your written submission all of the information you wish to be considered by the Appeal Panel.

Section 6

ARRANGEMENTS FOR THE HEARING

In order that the clerk to the panel may make appropriate arrangements prior to the Appeal Hearing please confirm the following:

Do you require the services of an Interpreter?	Yes	No	
If YES what is your first language?			
Do you require the services of a sign interpreter?	Yes	No	
Do you use a wheelchair or have mobility difficulties?	Yes	No	
Are you blind or partially sighted?	Yes	No	

If you will be attending the hearing, are there any dates in the next 2 months which will prove difficult for you? If so please give details; every effort will be made to avoid these dates although no guarantees can be given.

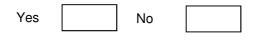
In order to ensure that the Appeal Panel is totally independent, please detail below any schools in the Borough that you have any connection with:

School	Reason for Connection

Section 7

APPEAL HEARING NOTICE

The Admission Appeals booklet confirms that the clerk to the Appeal Panel must provide you with details of the date and arrangements for the hearing no later than 10 school days before the hearing. If, however, a hearing date becomes available at shorter notice it may not be possible to give parents the full amount of notice. In this situation, would you be willing to accept less than 10 school days notice?



Section 8

REASONS FOR YOUR APPEAL

Please give below the reasons for your appeal continuing on a separate sheet of paper if necessary. Any additional documentation you feel would be relevant to your appeal must also be attached to this form and will be made available to the Appeal Panel (please use additional paper if required).

I confirm that the information I have given on this form is true and correct

Signed

Name (please print)

Relationship to child

Date

NOTES:

If your appeal is unsuccessful you may not appeal for the same school within the same academic year unless there has been a significant and material change in either your circumstances or the circumstances of the school and your application has still been refused.

The acceptance of a place at an alternative school does not affect your right of appeal.

An appeals booklet with further details is available on www.belfairs.southend.sch.uk

Fair Processing Notice

The information provided by you will be held and processed by Belfairs Academy in accordance with the Data Protection Act 1998. It will be used for its intended purpose but may also be used for internal statistical analysis as well as being processed and disclosed for the prevention or detection of crime, assessment of tax or where we have a legal obligation to do so. We may also need to share your information with a third party, such as a contractor, in order for them to provide the service you have requested. However, the Council requires any third parties to abide by the Data Protection Act 1998 when they process your data on our behalf and to follow our procedures or instructions. Your information will be help and disposed of in line with the Council's Document Retention and Disposal Guidance. You are entitled to copies of any information that the Council holds about you. This can be obtained by making a request in writing by using a Subject Access Request form.

Once completed this form must be returned to Admissions Co-ordinator Belfairs Academy Highlands Boulevard Leigh-on-Sea SS9 3TG