



GAINSBOROUGH ACADEMY

ADMISSION APPEAL FORM

If your child has an Education, Health and Care Plan you must contact the Special Educational Needs Team on 01522 553332.

Please complete this form and return to: admin@gainsboroughacademy.com
or send a paper copy to: Gainsborough Academy Administration Office, Sweyn Lane, Gainsborough, DN21 1PB.

Appeals will be heard within 40 school days of the deadline for block appeals, or 30 school days for in year appeals. Please inform the school your child has been allocated if you have a pending appeal and you do not wish to start until the result is known

Once returned you will receive a written acknowledgement of this form within 5 working days. If you do not receive this please contact: admin@gainsboroughacademy.com

or contact The Administration Office on: 01427 612411

Please use block letters and write in black ink or ballpoint pen.

School you are appealing for:

.....

Name of child who is the subject of the appeal:

.....

Gender: Male Female Date of birth:

School child currently attends:

If your child has been offered a place at an alternative school, please tell us below:

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Contact details of person appealing on behalf of the child:

Full name:

Relationship to child:

Address:.....

.....Postcode.....

Home phone number:.....

Work phone number:.....

Mobile phone number:.....

(Please note - If your telephone will not accept anonymous calls we will not be able to contact you by telephone regarding this appeal).

Email address:

Child's address if different:
.....
.....Postcode.....

If you are moving house, please give details of your new address below. If you are likely to change address between the date you send in your admission appeal form and the date you wish your child to start at the school, please read carefully the section in School Admission Appeals A Guide for Parents and Carers headed Moving House.

.....
..... Postcode

Status of move: Tenancy agreement signed Exchanged contracts
Moving in with partner or relatives Forces posting Other

(Please provide evidence for any of the above e.g. a copy of the exchange of contracts. This should be a photocopy)

Details of the move, including dates:.....

Other children living in the same household under 19 years of age:

<u>Name</u>	<u>Date of birth</u>	<u>Current schools</u>	<u>Have you appealed before</u>
.....	Yes <input type="checkbox"/> No <input type="checkbox"/>
.....	Yes <input type="checkbox"/> No <input type="checkbox"/>
.....	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have appealed for a Lincolnshire school before please give details including dates:
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You are legally entitled to ten school days notice of the date of your appeal. Sometimes we can hear an appeal more promptly if you agree to give up or "waive" this right.

Do you waive your right to 10 school days notice? Yes No

Have you received a letter refusing your child a place at this school?

Yes No

If yes, please attach a copy.

Or was this a verbal refusal?

Yes No

Will you be attending the appeal?

Yes No

Please indicate any dates when you are not available to attend. We will try to avoid these dates when arranging the appeal. However appeals for Reception and Year 7 intake are planned in advance and cannot be changed.

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Name and address of person accompanying you:

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.....

Their relationship to the child:.....

If not attending, will anyone represent you at the appeal?

Yes No

Name, address and organisation (if applicable) of the person representing you:

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.....

Do you require an interpreter; there will be no charge for this service?

Yes No

If yes which language? Please state dialect if relevant

Do you require the services of a signer, there will be no charge for this service?

Yes No

Please state if you have any mobility issues so that suitable arrangements can be made.

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Reason for appeal

Please give the reasons why you want a place for your child at the school. Please attach securely, copies of any supporting documents e.g. medical certificates. The panel can consider anything that you feel is relevant, but may be restricted by the infant class size regulations when they make their decision (see School Admission Appeals A Guide for Parents and Carers)

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Lincolnshire Council's School Admissions Team and Legal Services Team for the purposes of arranging your appeal only.

Gainsborough Academy will meet its requirements under the Data Protection Act in processing your data.