

SHENLEY BROOK END SCHOOL



APPEAL AGAINST ADMISSION DECISION

To appeal against the decision not to allocate a place at Shenley Brook End School to your child, please return the completed form, together with any supporting documents, **WITHIN 20 DAYS** of the notification of the school's final decision, to **The Clerk to the Independent Appeal Panel, Clerks Associates UK, 47 London Road, Enfield, EN2 6DS.**

Please complete the details in block capitals using black pen.

INFORMATION		
<i>If you are appealing for a place for more than one child, a separate form should be completed for each child.</i>		
Name of pupil:		
Date of birth:	Year group applying for:	Male / Female
Name and initials of parent/guardian: (Mr/Mrs/Miss/Ms)		
Address:		
Postcode:		
Home telephone number:		
Mobile telephone number:		
Other contact number:		
Details of current school or most recent school attended:		
Please indicate which dates you CANNOT attend an appeal hearing (excluding weekends):		
Please use this space to tell us anything about your access needs: (e.g. do you need an interpreter, signer, large print, wheelchair access?)		
Do you require 14 days notice of the appeal hearing date?		
Yes / No		
If your answer is 'NO' please read the following statement and sign only if appropriate:		
<i>I confirm that I waive my right to 14 days notice of the appeal hearing date</i>		
Signed :.....Date:		
I wish to attend the Appeal Panel hearing accompanied / unaccompanied*		
I will be accompanied by: _____ Status: _____ (Name)		
<i>*Please delete as appropriate</i>		

Please complete the page overleaf

Name of pupil:

Please write the grounds for your appeal in this space or attach a separate sheet with the information you wish to be considered:

(You may attach additional sheets to this form)

Checklist: before returning this form, please ensure that you have:

- Read the accompanying booklet: 'Admissions Appeals Shenley Brook End School: A Parental Guide'
- Completed **all** relevant sections of the form
- Enclosed any relevant evidence in support of your reasons for your appeal
- Signed and dated this form below

Signed (Parent/Guardian):.....Date:.....

Parents should be particularly mindful of the advice set out in the accompanying booklet with relation to written evidence from an appropriate professional that might be helpful to their case.

Parents are reminded that if they have not yet provided proof of residency as explained in the accompanying booklet they will be expected to provide the evidence, a Council Tax bill and child benefit statement (original documents), for the school to see on the day of the appeal before the hearing. Please contact Shenley Brook End School's admissions office for further information.

If parents are in the process of moving house and this forms part of the reason for their appeal, they should be aware that the Appeal Panel can only take into account the address at which they are resident on the day of the appeal hearing.