

1. Admissions Appeal Form

This form should be completed if you wish to appeal against the decision of the admissions authority not to offer your child a place. Before filling in this form, you must have received written notification that your child has not been offered a place. Parents wishing to appeal against non-admittance to any other schools should contact those schools directly.

Please complete this form and return to enquiries@benjaminadlard.anthemtrust.uk

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 enquiries@benjaminadlard.anthemtrust.uk

2. Type of application you're appealing

There are two types of school admission - main round admissions and in-year admissions.

1) Main round admissions

Main round admissions refer to the 'main intake' of children who are due to start school in September. This applies to children who are aged 4 or 5 and ready to start primary school, and children in year 6 who are ready to start secondary school. Applications open in September each year and close on 15 January. Any applications after this date will be classed as Late application.

2) In-year admissions

In-year admissions refer to when children are applying for a school place to start at a school at a time other than the September start; outside of the 'main intake' of pupils, including:

Children who are out of school and require an immediate school place.

Children who are currently attending a school but want to transfer to a different school

Please select whether you're appealing a main round or in-year application

3. Child Details

Please select from the list below the name of the Anthem School that you applied for.

Year Group for which you have been refused admission

Your child's first name

Child's surname

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| Gender | |
| Please give details of the school your child presently attends, if any: | |
| Please give details if your child has been offered a place at an alternative school | |
| Date of Birth | |
| Does your child have a disability? | |
| House / Flat number and Street | |
| Town / City | |
| Postcode | |
| 4. Contact details of person appealing on behalf of the child: | |
| Title | |
| Your first name | |
| Your surname | |
| Your relationship to the child:(e.g. parent/ legal guardian) | |
| House / Flat number and Street | |
| Town / City | |
| Postcode | |
| Email Address | |
| Home phone number | |
| Work phone number | |
| Mobile Phone Number <i>Please note - If your telephone will not accept anonymous calls, we will not be able to contact you by telephone regarding this appeal</i> | |

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| <p>If you are moving house, please give details of your new address. 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.</p> | |
| <p>Status of move</p> <p><i>(Please provide evidence for any of the above e.g. a copy of the exchange of contracts. This should be a photocopy)</i></p> | |
| <p>Details of the move, including dates</p> | |
| <p>Please give contact details of any other person who has parental responsibility for the child. Please give full name, address, telephone number and relationship to the child:</p> | |
| <p>Do you provide consent for us to contact this person?</p> <p><i>Please note if you state no we may contact you for further details.</i></p> | |
| <p>5. Other children living in the same household under 19 years of age</p> | |
| <p>Name</p> | |
| <p>Date of birth</p> | |
| <p>Current school</p> | |
| <p>Have you appealed before</p> | |
| <p>If you have appealed for a Lincolnshire school before please give details including dates:</p> | |
| <p>Name</p> | |
| <p>Date of birth</p> | |

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| Current school | |
| Have you appealed before | |
| If you have appealed for a Lincolnshire school before please give details including dates: | |
| Name | |
| Date of birth | |
| Current school | |
| Have you appealed before | |
| If you have appealed for a Lincolnshire school before please give details including dates: | |
| <p>6. Appeal Hearing <i>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.</i></p> | |
| Do you waive your right to 10 school days notice? | |
| Have you received a letter refusing your child a place at this school? <i>If yes, please attach a copy</i> | |
| Or was this a verbal refusal? | |
| Will you be attending the appeal? | |
| If you plan to attend the hearing, please indicate any dates or times of day when you would be unavailable. Please be note that although every effort will be made to avoid these days/dates when scheduling your appeal, it may not be possible to do so | |
| Will anyone be accompanying you? | |
| Name person accompanying you: | |

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| <p>Their relationship to the child</p> | |
| <p>If not attending, will anyone represent you at the appeal?</p> | |
| <p>Name, address and organisation (if applicable) of the person representing you:</p> | |
| <p>Do you require an interpreter; there will be no charge for this service?</p> | |
| <p>If yes which language? Please state dialect if relevant</p> | |
| <p>Do you require the services of a signer, there will be no charge for this service?</p> | |
| <p>Please state if you have any mobility issues so that suitable arrangements can be made.</p> | |
| <p>7. Reason for appeal</p> | |
| <p>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. Any supporting information should be photocopies of the original where possible.</p> <p>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)</p> | |
| <p>8. Declaration</p> | |
| <p>I confirm the information provided in this form is accurate</p> | |
| <p>I confirm that that I am the parent of or have parental responsibility for the child who is the subject of this appeal.</p> | |

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| Print name | |
| Signed | |
| Date | |

Data will be held in accordance with our Data Protection Policy and Privacy notices, available on the school and Trust website.