



Appeal Against Admission Form for Year 7 Entry 2024

If you decide to appeal against the refusal of a place at Coombe Wood School, please complete this form and return it along with your supporting documentation. **Before completing this form, please ensure that you have received emailed/written notification from the Local Authority that your child has not been offered a place at Coombe Wood School and have read the Questions and Answers sheet.**

Please send your documentation by email to appealsclerk@cws.foliotrust.uk or you can post to The Clerk to the Appeals Panel, C/O Coombe Wood School, 30 Melville Avenue, South Croydon CR2 7HY.

We ask that your form and supporting documentation are returned to the School by **28th April 2024**. By doing so this will allow Coombe Wood School to hear all of the lodged appeals for Transfer to Secondary School on the same day(s) in June 2024.

In accordance with the School Admissions Code issued by the Department for Education, Coombe Wood School is required to abide by our Admissions Arrangements, which detail the over-subscription criteria used to allocate places. Whilst you have every right to appeal, please think very carefully about the decision to appeal and the realistic chances of a successful appeal. ALL of our 180 places are allocated according to the determined admissions arrangements. Coombe Wood School is not permitted to keep back any places for appeals. **Please read - Appeals - Frequently Asked Questions first before completing an Appeals Form**

Please clearly print all details:

Child's details			
Your Child's first name:		Surname:	
Date of birth:		Gender (male or female):	
Address:			

Postcode:	
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Your details	
Your full name:	
Your relationship to the child: (e.g. parent/legal guardian)	
Telephone number:	Day: Evening:
Email address:	

<p>Grounds for Appeal: Please note that grounds for appeal should always be supported by significant, appropriate, professional evidence.</p> <p>Please give your reasons for appealing against the decision not to offer your child a place, giving as much information as possible to explain your case. Please continue on a separate sheet if necessary.</p> <p>Attachments: Please list any supporting documents you are providing with your completed form. Please ensure these are relevant to your case (do not provide documents such as achievement certificates as these are not relevant to our admissions arrangements)</p>	
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<p>Please tick the following:</p> <p>I wish to attend the zoom meeting appeal hearing in person: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Your name/s:</p>
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AND

I wish to have another person with me at the appeal: Yes No

Name of companion: Relationship to you:
.....

OR

I will provide someone to represent me at the appeal: Yes No

Name of representative: Relationship to you:
.....

If you or your representative has a disability which the school should be made aware of, please note it here:
.....
.....

Dates I am not available to attend an appeal hearing (we will try to avoid these dates but this cannot be guaranteed);

You have a statutory right to 10 school days’ notice of the appeal hearing date, but this can be waived. This may enable us to hear your appeal more quickly.

I agree to waive the right to 10 school days’ notice of the hearing date *Yes/No

**Delete as appropriate*

Do you need an interpreter to attend the hearing?

If yes, please state the language required:

In order for an Appeal Hearing to be carried out, your personal information and supporting documents will be shared with the Clerk to the Appeals Panel and the School (your data will be securely retained for 2 years before being destroyed). Your personal information and supporting documents will also be shared with members of the Appeals Panel (your data will be destroyed after your Appeal Hearing). The Data Controller responsible for protecting your privacy is Folio Education Trust. For more information contact the Data Protection Officer on Email: gdprforschools@Derbyshire.gov.uk Tel: 016295 32888. The legal basis for holding your data is in our capacity to provide public education and we process more sensitive data that you include as part of your appeal on the basis of significant public interest. Please visit the website of the Information Commissioner’s Office for further information about your rights and complaints procedure.

Please print your name:

Signed:

Date:

Please ensure the completed form along with supporting documentation is returned to the School by the requested date. Any evidence submitted less than two weeks before the hearing, or brought in on the day, may not be considered by the Panel.

Acknowledgement or receipt of your form or supporting documentation will be confirmed by email. Any letters/packages with insufficient postage will not be paid for and will not therefore be delivered.

Please return this form and your supporting documentation to: appealsclerk@cws.foliotrust.uk or The Clerk to the Appeals Panel, C/O Coombe Wood School, 30 Melville Avenue, CR2 7HY