

Appeal form for **Cardinal Pole Catholic School**

FORM AC1

Appeal against Admissions Decision - Transfer from Primary to secondary school

PART 1 TO BE COMPLETED BY PARENT; SEE NOTES OVERLEAF

Child's first name(s) _____ (M / F) Surname _____

Address _____

Date of birth _____ Contact Tel No _____

Primary school attending _____

I wish to appeal against the decision not to offer my child a place at

_____ for the following reasons:

(Please continue on a separate sheet if necessary)

I cannot attend a hearing on the following date(s) _____

Do you need an Interpreter during the hearing? Yes No

If you need an interpreter, can you bring a relation or friend with you? Yes No

Signature of parent(s): _____ date _____

Name of parent(s): _____

NOTES FOR PARENTS: - APPEAL AGAINST ADMISSION DECISION - PRIMARY TO SECONDARY SCHOOL TRANSFER - SEPTEMBER 2019

If your child has been refused a place at, the school of your choice or you are unhappy with the school allocated to your child. Under school standard and framework Act 1998, you have the right of appeal against the decision to an Independent Appeal Committee, whose members will include people who have an experience in education, and are acquainted with education conditions in Hackney.

Hackney Learning Trust is responsible for the appeal arrangements for Cardinal Pole Catholic School.

After completion, return the form to -

Admissions Team, Hackney Technology & Learning Centre, 1, Reading Lane, London E8 1GQ, who will arrange an Appeal Hearing for you. The Appeal Form must be returned to the above office **by Friday 29th March 2019**

Any additional documentation to support your appeal should be forwarded to Hackney Learning Trust by **Tuesday 23rd April 2019**.

In the case of Hackney voluntary-aided schools and Academies the Governors are responsible for all appeal arrangements. Voluntary aided schools & academies have their own appeal forms which are available from Hackney Learning Trust. You must appeal within the period notified to you which is mentioned in the letter sent to you by Hackney Learning Trust.

Appeal Decisions

The decisions of Appeal Committees are binding on Hackney Education or on the Governing Body of Voluntary-Aided Schools

In coming to their decisions, appeal committees have to take into account: -

- i) The wishes of the Parent
- ii) The arrangements for Admissions published by Hackney Learning Trust or the Governors, including the number of children to be admitted and the criteria for Admissions.

If you have any professional documentation such as Doctors/Consultants/Social Worker letters to support your reasons for choosing a particular school, you should include these with the appeal form or send them prior to the Appeal Hearing, at least 7 days before hand.