



## The Cardinal Pole Catholic School

### IN-YEAR Transfer – 2015/16 Appeal against Admission Decision

To be completed by the parent or carer

Child's first name(s): .....	Child's Surname: .....
Child's date of birth: .....	Contact Details of parent(s)
Contact address: .....	Title: ..... Initial(s): ..... Surname: .....
.....	Contact telephone: .....
.....	Title: ..... Initial(s): ..... Surname: .....
Postcode: .....	Contact telephone: .....

School currently or previously attended: .....

#### Statement by parent(s) or carer(s)

Please include any social or medical reasons that you feel are relevant to your case for gaining a place at Cardinal Pole Catholic School. If you have social or medical reasons, these should be supported with appropriate documentation from a qualified person (doctor, social worker and so on).

I wish to appeal against the decision not to offer my child a place at Cardinal Pole Catholic School because:

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Please continue overleaf if required.

Have you appealed before?  Yes  No If **yes**, please give the name of the school and the year.

Name of school: ..... Year of appeal: .....

Would you like an interpreter to help you at the appeal hearing?  Yes  No

If **yes**, which language do you speak? .....

Are there days, dates or times when you cannot attend a hearing? Please give details: .....

.....

**Signature of parent or carer:** ..... **Date:** .....

Please tick:  Mother  Father  Carer  Legal guardian

<b>Please return this form to:</b> Cardinal Pole Catholic School Morning Lane E9 6LG	Please return this form, marking the envelope ' <b>Appeals</b> '. Please note that we will adhere strictly to this closing date and we will not be able to consider any appeals received after this date.
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## **NOTES FOR PARENTS – 2015/16**

### **APPEAL AGAINST ADMISSION DECISION – IN-YEAR SCHOOL TRANSFER**

This form can be used if your child has been unsuccessful in gaining a place at The Urswick School (the school your choice) or if you are unhappy with another school allocated to your child.

Under The School Standard and Framework Act 1998, you have the right of appeal against the decision. This appeal will be heard by an Independent Appeal Committee whose members will include people who have an experience in education and are acquainted with education conditions in Hackney.

#### **After completion, return the form to -**

Cardinal Pole School, Morning Lane, E9 6LG or

Admissions Team, Hackney Technology & Learning Centre, 1 Reading Lane, E8 1GQ

Once your form has been received, an Appeal Hearing will be arranged for you within 30 school days. You will receive a letter informing you of the date of the hearing from the Clerk to the school's admission appeal panel – Stephen Payne.

Any additional documentation to support your appeal should be forwarded at least 5 days before the hearing date.

### **Appeal Decisions**

The decisions of Appeal Committees are binding 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 the Governors, including the number of children to be admitted and the criteria for Admissions.

If you 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 form or send them prior to the Appeal Hearing.