

FOR OFFICE USE ONLY

DATE OF RECEIPT:
ACK TO EDU/SCH:
ACK TO PARENTS:
COMPUTER NO:

ADMISSION APPEAL TO PRIMARY SCHOOLS – Year 3 to Year 6

Please complete and return this form either by email at school.appeals@trafford.gov.uk or by post to Democratic & Performance Services, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH

PARENTS' SURNAME:

MR/MRS/MISS/MS/DR:

APPEALING FOR: CHILD'S FULL NAME:

SCHOOL APPEALING FOR:

AND YEAR GROUP APPEALING FOR:

SCHOOL ALREADY OFFERED, IF ANY?

TYPE OF APPEAL: TRANSFER

I AM HAPPY TO WAIVE MY RIGHTS TO 10 SCHOOL DAYS' NOTICE OF NOTIFICATION OF MY APPEAL HEARING YES / NO
(This may enable us to timetable your appeal hearing on an earlier date)

DO YOU NEED AN INTERPRETER AT THE APPEAL HEARING?

If yes, please make arrangements for a relative or a friend to attend with you as an interpreter. This person will usually already have knowledge of your circumstances and can help explain your case to the Appeal Panel. If you still need assistance please ring the Appeals Section on telephone number 0161 912 2798

DO YOU HAVE ANY ACCESS REQUIREMENTS?

If yes, please ring the Appeals Section on telephone number 0161 912 2798

PLEASE INDICATE BELOW ANY DATES THAT YOU ARE NOT AVAILABLE TO ATTEND THE APPEAL HEARING (i.e. HOLIDAYS, APPOINTMENTS ETC.):

PLEASE SET OUT YOUR REASONS AND EVIDENCE BELOW FOR APPEALING:

Continue on a separate sheet of A4 paper if necessary

PARENT(S)' FULL NAME:

ADDRESS:

POST CODE:

TELEPHONE NO. (HOME):

(WORK):

(MOBILE):

CHILD'S NAME:

MALE/FEMALE:

CHILD'S DATE OF BIRTH:

Signature:

Date:

Please ensure that you give as much information as possible as to the reasons for your appeal, all papers/information received are treated with the utmost confidentiality and only the original paperwork will be retained for administration purposes, any other papers will be shredded after the appeal has been heard.

If you have any difficulties, whether it is completing this form or getting it back on time please notify the Appeals Section immediately on telephone number 0161 912 2798

For more information on the admission appeals process, parents are referred to the School Admissions Appeals Code 2012 published by the Department for Education.