



## Appeal Against Admission Form for 2019 Entry

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. **You are asked to supply one original AND four copies of your completed form and supporting documentation.** Please send to: The Clerk to the Appeals Panel, Coombe Wood School, 30 Melville Avenue, South Croydon CR2 7HY. We ask that your form and supporting documentation are returned to the School by **midday on Friday 29<sup>th</sup> March 2019** (which is 20 school days from National Offer Day). 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 2019. Please make every effort to send all documents to support your appeal at the same time, remembering to retain one set for yourself.

The appeal form and any supporting documentation should be **posted or hand delivered to the School** to ensure receipt. **The appeal form and any supporting documents cannot be accepted by email.**

**Please clearly print all details:**

|  |                           |
|--|---------------------------|
| Forename and Surname of Child:   | Date of Birth (DD/MM/YY): |
| Name of Mother/Carer:<br>(Including salutation - eg. Mrs)  |                           |
| Name of Father/Carer<br>(Including salutation - eg. Mr)  |                           |
| Address:   |                           |
| Tel No: (Home) ..... Tel No: (Work) .....  |                           |
| Tel No: (Mobile) .....   |                           |
| The name of the School your child currently attends:   |                           |
| <p><b>Grounds for Appeal:</b> Please note that grounds for appeal should always be supported by significant, appropriate, professional evidence.</p> <p><b>You are requested to supply one original and four copies of your supporting appeals documents.</b></p> <p>Additional documents may be provided up to 7 days before your Appeal Hearing and still be considered.</p> |                           |

|  |  |
|--|--|
| <p><b>Attachments:</b><br/>Please list any supporting documents you are providing with your completed form.<br/>Please ensure these are relevant to your case (so please do not provide documents such as achievement certificates as these are not relevant to our admissions arrangements)</p> |  |
|--|--|

**Please tick the following:**

I wish to attend the appeal hearing in person:                      Yes                       No

Your name/s: .....

**AND**

I wish to bring another person with me to 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);  
.....

**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 [squreshi@foliotrust.uk](mailto:squreshi@foliotrust.uk) or 0203 011 2767. 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 this completed form along with supporting documentation is returned to the School by the requested date above. Any evidence submitted less than two weeks before the hearing, or brought in on the day, may not be considered by the Panel.

Please make sure that you have the correct postage on your envelope/package. No acknowledgement or receipt of your form or supporting documentation will be provided unless you enclose a stamped addressed postcard. 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:**  
The Clerk to the Appeals Panel  
Coombe Wood School  
30 Melville Avenue  
South Croydon, CR2 7HY