



# COOMBE WOOD SCHOOL

## Appeal Against Mid-Term Admission 2018-19

If you decide to appeal against the refusal of a place at Coombe Wood School, please return this completed form, together with any supporting documents. **You are requested to supply one original and four copies of your completed form and supporting documentation** to; The Clerk to the Appeals Panel, Coombe Wood School, c/o Folio Education Trust, Park Hill Junior School, Stanhope Road, Croydon, Surrey, CR0 5NS. The appeal form and any supporting documentation **must be posted or hand delivered to the School.** The appeal form and any supporting documents cannot be accepted by email.

**Please clearly print all details.**

<b>Forename and Surname of Child:</b>	<b>Date of Birth (DD/MM/YY):</b>
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<b>Title &amp; Initials of Parents/Carers:</b>	
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<b>Address:</b>
<b>Tel No: (Home)</b> ..... <b>Tel No: (Work)</b> .....
<b>Tel No: (Mobile)</b> .....

<b>The School your child currently attends:</b>	
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<b>Grounds for Appeal:</b> Please note that grounds for appeal should always be supported by significant, appropriate, professional evidence. <b>You are requested to supply one original and four copies of your supporting appeals documents.</b>	
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<b>Enclosures:</b> Please list any supporting documents you are enclosing with your completed form.	
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Please tick the following:

I wish to attend the appeal hearing in person:

I will bring another person with me to the appeal:

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

**OR**

I will provide someone to represent me at the appeal:

Name of representative: .....

Please print your name:

Signed:

Date:

Please ensure this completed form along with supporting documentation is returned to the School within 20 school days of the receipt of your letter of refusal. 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 signed the form, provided supporting documentation and have the correct postage on your envelope. No acknowledgement or receipt of this form will be sent, unless you enclose a stamped addressed postcard. Any letters with insufficient postage will not be paid for by the school and will not therefore be delivered.

**Please return this form and your supporting documentation to:**

The Clerk to the Appeals Panel  
Coombe Wood School  
C/o Folio Education Trust  
Park Hill Junior School, Stanhope Road  
Croydon, CR0 5NS

**Return this form and any supporting documentation to the school within 20 school days of the receipt of your letter of refusal. Late forms and documentation will NOT be accepted.**

For Office Use only	
<b>Appeal:</b>	<b>CWS</b>
<b>Year Group:</b>	
<b>Date completed form received by CWS:</b>	