**WILSON’S SCHOOL**

**ADMISSION APPEAL FORM**

## DEADLINE FOR SUBMISSION: Thursday 30th March 2023

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| --- | --- |
| Last name of child: |  |
| First name of child: |  |
| Date of birth: |  |
| Name of Parent/Carer appealing on behalf of child:  *(please include title ie. Mrs, Ms, Mr, Miss, Dr, other)* |  |
| Name of second parent//carer (optional):  *(please include title ie. Mrs, Ms, Mr, Miss, Dr, other)* |  |
| Address for correspondence:  Postcode: |  |
| Name of current school: |  |
| **Contact details** | |
| Home telephone number: |  |
| Mobile telephone number: |  |
| Email address for correspondence ***Please write very clearly*** |  |

Appeal hearings can take place using the following methods. Please let us know your preference by selecting one of the below statements:

|  |  |
| --- | --- |
| Please tick **one option only** | |
| **I/We wish to attend a video Zoom meeting**  The Zoom app must be loaded onto a device in advance of the hearing but you do not need a Zoom account |  |
| **I/We wish to dial into the meeting from a phone**  - A code will be sent to you in advance of the hearing with which you dial in to the call |  |
| **I/We wish to have the appeal considered solely on the written case provided** |  |

|  |  |
| --- | --- |
| Please also let us know if you intend for a friend or representative to attend the appeal hearing | |
| Name of friend or representative |  |
| Relationship to you |  |
| Email address of friend or representative |  |
| Is there anything we need to know for the proper conduct of the appeal hearing, for example, does anyone taking part have a disability that impacts upon their ability participate? | |

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| --- |
| **GROUNDS FOR APPEAL**  **Appeals cannot be accepted without written grounds for appeal. Please state the reasons why you wish to appeal against the decision not to offer your child a place at Wilson’s School for September 2023 entry. You may continue on a separate sheet if necessary.** |
| If you are including written supporting evidence, please list here what it is: |

Document Guidelines:

* You are requested to supply **one original** plus **five copies** of your appeal submission. These copies should be sorted and separated by paper clip. Do not use staples or place paperwork in binders or folders.
* Do not include certificates (for sporting achievement or hobbies etc) or photographs unless they are directly relevant to your grounds for appeal.
* Please make every effort to send any documents to support your appeal at the same time.

# Data protection: I agree that all information and documentation that I provide for the admission appeal may be shared in confidence with the Clerk to the Admissions Appeal Panel and School and the members of the Admissions Appeal Panel. A complete set of the records relating to the appeal will be retained securely by Clerk to the Admissions Appeal Panel and the School for a period of 2 years after the conclusion of the hearing. All other copies of the documentation will be securely destroyed after the hearing.

Signed …………………………………Print Name………………………Date …………………

*Return this form, supporting documents and copies by post or by hand (emails will* ***not*** *be accepted) by the closing date (****Thursday 30th March 2022****) to:*

***The Clerk to the Admissions Appeal Panel***

***c/o Wilson’s School***

***Mollison Drive***

***Wallington, SM6 9JW***