**St Paul’s CE Primary School**

**Admissions Appeal Form**

Parents have the right to appeal for a place at St Paul’s School when we (the admissions authority) have been unable to offer you a place. Your appeal will be heard by an appeals panel who are totally independent of the admissions authority and have had no involvement with any decision made to date about your child.

If you wish to appeal for a place for your child, please read this document, complete the appeals form and return it to the clerk for the governing body:

**By email**: [office@stpauls.hounslow.sch.uk](mailto:office@stpauls.hounslow.sch.uk) (please write ‘school admissions appeal’ in the subject of your email)

**By post:** to the school office (address at the foot of this page). Please mark your letter to the attention of the Clerk to the Governing Body and include school admission appeal on the envelope.

*There is a timetable for submitting, conducting and completing school appeals. This is set out in the Admissions appeal timetable on the* [*admissions page*](https://www.stpauls.hounslow.sch.uk/index.php/admissions) *of the school’s website. Please ensure that your appeal form is received in time, in order that it can be arranged and heard appropriately.*

**Reasons for an appeal**

Section 1 of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the Education (Infant Class Sizes) (England) Regulations 1998 limit the size of an infant class during an ordinary teaching session to 30 pupils per school teacher.

Section 4 of the School Appeals Code 2012 requires an appeal panel must consider the following in a review hearing:

* whether the admission arrangements (including the area’s co-ordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;

and

* b) whether the admission arrangements were correctly and impartially applied in the case in question.

And/or

* There would not be prejudice to the provision of efficient education or efficient use of resources.

*Please provide details of your reason(s) for appeal. Incomplete/blank forms will be returned to you for completion if they are received without an outline of your main reasons for submitting an appeal. For clarity please state how you find the decision unreasonable or where admission errors have been identified which have been identified which have resulted in not being offered a place you would otherwise have received.*

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| **St PAUL’S C OF E SCHOOL** |
| **ADMISSION APPEAL FORM** |
| Surname of child: Other name(s):  Boy/Girl  Date of birth:  Name of parent(s)/guardian(s): Relationship to child:  Home Address:  Email address:  Main Telephone: Alternative telephone:  Child’s current school (if applicable): Current school Year: |
| I wish to appeal against the governors' decision not to offer my child a place:  I wish to attend the appeal in person: Yes □ No □ (Tick appropriate box)  I wish to be represented at the appeal: Yes □ No □ (Tick appropriate box)  If you wish to be represented, please give details:  Name of representative: Occupation of representative:  Address of representative: Telephone No: |
| If you have other children, please give details below:  Name: Age: School attended: |
| My reasons for appealing are as follows: (Please attach additional sheets, if necessary.) |
| Signed: Date: |
| This form must be returned to the Clerk to the Governorson: [office@stpauls.hounslow.sch.uk](mailto:office@stpauls.hounslow.sch.uk)  Or by post to the school office – see first page. |