



Southmoor Academy Admission to Schools 2020/21 Formal Notice of Appeal

1. Name of Appellant (i.e. Parent/Carer)

2. Name of Child DOB.....

3. Is a Translator required for your appeal hearing? Yes/No (Please Delete)

If YES, which Language?.....

4. Address

.....

5. Tel: ☎ **Once your form is received, an acknowledgment sent via text message if a mobile number is provided.**

6. Email address

7. I have expressed a preference for

In Year Group

8. Grounds for Appeal

You may wish merely to indicate that the grounds of appeal are as already set out in previous documents, copies of which will be provided to the School Admission Appeal Panel. Alternatively, you may wish to add further details in the space provided below.

If there are medical factors, it is helpful to have copies of medical certificates, letters from doctors, or any other document in support of an appeal sent in with this form. Such information is, of course, treated with the strictest of confidence. **Please note that this information must be provided to the appeals panel by parents/carers. It is not possible for the School Admission Appeal Panel to obtain this information.**

9. Do you intend to be present at the Appeal Panel Hearing? YES ☐ NO ☐

10. If YES please give name(s) and address(es) of those who will attend (please specify relationship i.e. parent/carer/friend etc.)

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.....

Date:

**Kelly Dormand
Southmoor Academy
Ryhope Road
Sunderland
SR2 7TF**

ADMISSION TO SCHOOLS

APPEAL PROCEDURE

1. This note provides further information on the appeal procedures and the following paragraphs indicate the action you should take if you wish to appeal. Please keep this sheet for your information. If, at any stage, you decide not to pursue the matter, I should be grateful if you would inform the Clerk to the School Admission Appeal Panel (Tel: 0191 5611059).
2. A School Admission Appeal Panel is empowered to consider appeals from parents who are not satisfied with the Authority's response to their expressed preferences. The School Admission Appeal Panel is independent of People Services and the decisions of the School Admission Appeal Panel are binding on the Authority. Equally, the decision of the School Admission Appeal Panel is final, subject to a review by the Secretary of State for Education and Skills or the High Court, in either case this would occur only in the most exceptional circumstances. All appeals are heard in private.
3. An appeal should be made in writing on the form attached, stating the grounds for the appeal. The School Admission Appeal Panel will have the original reasons for your preference so there is no need to repeat these on the form. You can, however, use the form to add to your original reasons, if you so wish. If you decide to use any medical reasons in support of your appeal, it is helpful if any medical certificates, a letter from your doctor, or any other document in support of your appeal can be included with your appeal form when you send it to the address shown below. **Please note that it is not possible for the School Admission Appeal Panel to obtain this information.** Parents are encouraged to attend School Admission Appeal Panel hearings and if they do, they will have the opportunity to speak and, at the discretion of the Panel, be accompanied by a friend or be represented by someone else. If a parent does not attend the hearing, the appeal will be decided by the Panel on the basis of the information on the written statements including the appeal form. If parents, who have said they will attend, do not, and there is no reasonable explanation, the appeal will be decided on the information available to the Panel at the time fixed for the appeal.

If you wish your appeal to be considered by the School Admission Appeal Panel, you should complete the attached form and return it to **Kelly Dormand, Southmoor Academy, Ryhope Road, Sunderland, SR2 7TF** within **14 days of receipt of the appeal forms**, from whom further advice can be obtained on the arrangements for the hearings. If no reply is received within **14 days**, it will be assumed that you do not wish to pursue the matter.

4. You will be given at least 10 working days notice of the hearing, which will be held at a local venue. Please note that you may waive this notice by stating clearly on the form that you wish to do so. At least 7 working days prior to the hearing, the Clerk to the School Admission Appeal Panel will send to you (the Appellant) by post, a written statement summarising the application of the Authority's School Admission policy to the case in question and the reasons for the decisions taken. Please ensure that any change of address by you is notified to the Clerk to the School Admission Appeal Panel to enable relevant correspondence to be sent to you.
5. As explained earlier, the decision of the School Admission Appeal Panel is final and binding on the Authority. The Clerk to the School Admission Appeal Panel will communicate the decision and the grounds on which it is made, to you in writing, as soon as possible after the hearing.

Miss T Garner
Acting Headteacher