

**PARLAUNT PARK PRIMARY ACADEMY
INDEPENDENT APPEAL PANEL
ADMISSION APPEAL FORM**

This form can only be used when a formal application has been made and admission refused in writing.

Office use	Date received	Date acknowledged	Appeal Ref No	Year Group
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THIS FORM WILL BE PHOTOCOPIED- PLEASE COMPLETE USING BLACK INK

CHILD'S FIRST NAME (S)		CHILD'S SECOND NAME (FAMILY NAME)		
DATE OF BIRTH	MALE/FEMALE	DOES YOUR CHILD HAVE A STATEMENT OF SPECIAL EDUCATIONAL NEEDS? YES/NO		
IS YOUR CHILD LOOKED AFTER BY A LOCAL AUTHORITY?				YES/NO
DOES OR WILL YOUR CHILD HAVE SIBLINGS AT THE LANGLEY ACADEMY (PRIMARY OR SECONDARY) AT THE REQUESTED ADMISSION DATE? If so then please provide details below.				
NAME OF SIBLING	DATE SIBLING JOINED/WILL JOIN THE LANGLEY ACADEMY PRIMARY OR THE LANGLEY ACADEMY		CURRENT YEAR GROUP	
PARENT/ GUARDIAN DETAILS				
TITLE	INITIAL(S)	SURNAME	RELATIONSHIP TO PUPIL	
ADDRESS			POSTCODE	
TEL No: WORK: HOME:		MOBILE:	EMAIL:	
DO YOU INTEND TO BE PRESENT AT THE APPEAL HEARING? YES/NO		IF A REPRESENTATIVE WILL ATTEND ON YOUR BEHALF PLEASE GIVE THEIR NAME		
IF YOU REQUIRE A TRANSLATOR TO BE PRESENT AT THE HEARING IT IS RECOMMENDED THAT YOU BRING A FRIEND OR RELATIVE (Please contact the Clerk if you require advice regarding translation).		I WILL/ WILL NOT BRING A TRANSLATOR TO THE HEARING		
The Clerk to the Independent Appeal Panel will give you at least 10 school days notice of the hearing date unless you are willing to have a shorter notice period. If you <u>are</u> in agreement that the 10 days notice period may be waived then please sign below. I confirm that I am willing to accept less than 10 school days notice of hearing:				
PRINT NAME		SIGNATURE		

PLEASE GIVE YOUR REASONS FOR APPEAL BELOW (Add separate sheet if necessary)

Please attach any letters to this form including Medical evidence from your GP/Consultant where applicable.

SIGNATURE

DATE.....

Please return your completed form marked 'Private and Confidential' to: The Clerk to the Independent Appeals Panel, c/o Parlaunt Park Primary Academy, Kennet Road, Langley, Berkshire, SL3 8EQ

Please Note- For appeals for Reception class, September, 2018, the form should be returned by **Tuesday 15th May**. Appeals can be submitted after that date but may not be heard with appeals received by the deadline. 'In year' appeals for any year group should be submitted as soon as possible where a place has been refused. Please contact the Clerk if you do not receive acknowledgement of receipt of your appeal within 7 days.

If you have any questions about the appeal process, please contact the Clerk to the Independent Appeals Panel: tel 07941 805714