



WILLIAM FARR C OF E COMPREHENSIVE SCHOOL
ADMISSION APPEAL FORM

Before you complete this form, we recommend that you read the school admissions appeals guide at www.lincolnshire.gov.uk/schooladmissions.

If your child has an Education, Health and Care Plan, you must contact the Special Educational Needs Team on 01522 553332.

Please complete this form and return to Admissions Appeals, William Farr CofE Comprehensive School, Lincoln Road, Welton, Lincolnshire, LN2 3JB or email: admissionsappeals@williamfarr.lincs.sch.uk.

Appeals will be heard within 40 school days of the deadline for block appeals, or 30 school days for in-year appeals. Please inform the school your child has been allocated if you have a pending appeal and you do not wish to start until the result is known.

Once returned, you will receive a written acknowledgement of this form within 5 working days. If you do not receive this, please contact the school on 01673 866900.

Please use block letters and write in black ink or ballpoint pen.

School and Year Group you are appealing for:

.....

Name of child who is the subject of the appeal:

.....

Gender: Male Female Date of birth:

School child currently attends:

If your child has been offered a place at an alternative school, please tell us below:

.....

Contact details of person appealing on behalf of the child:

Full name:

Relationship to child:

Address:

..... Postcode.....

Home phone number:

Work phone number:

Mobile phone number:

Please note - If your telephone will not accept anonymous calls, we will not be able to contact you by telephone regarding this appeal.

Email address:

Child's address if different:

.....

..... Postcode

If you are moving house, please give details of your new address below. If you are likely to change address between the date you send in your admission appeal form and the date you wish your child to start at the school, please read carefully the section 'home address and changing address in the Parent Carer guide or on our website: [Appeal a school place decision – Before you appeal - Lincolnshire County Council](#)

.....

..... Postcode

Status of move: Tenancy agreement signed Exchanged contracts

Moving in with partner or relatives Forces posting Other

(Please provide evidence for any of the above, e.g. a copy of the exchange of contracts. This should be a photocopy)

Details of the move, including dates:

Other children living in the same household under 19 years of age:

<u>Name</u>	<u>Date of birth</u>	<u>Current schools</u>	<u>Have you appealed before?</u>
.....	Yes <input type="checkbox"/> No <input type="checkbox"/>
.....	Yes <input type="checkbox"/> No <input type="checkbox"/>
.....	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have appealed for a Lincolnshire school before, please give details, including dates:

.....

You are legally entitled to 10 school days' notice of the date of your appeal. Sometimes we can hear an appeal more promptly if you agree to give up or "waive" this right.

Do you waive your right to 10 school days' notice? Yes No

Have you received a letter refusing your child a place at this school? Yes No
If yes, please attach a copy.

Or was this a verbal refusal? Yes No

Will you be attending the appeal? Yes No

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please continue on a separate sheet, if necessary, and securely attach to this form. Any supporting information should be photocopies of the original, where possible.

Please give contact details of any other person who has parental responsibility for the child. Please give full name, address, telephone number and relationship to the child:

.....

.....

.....

Do you provide consent for us to contact this person? Yes No

Please note, if you state 'no', we may contact you for further details.

Declaration, please tick:

I declare that I am the parent of, or have parental responsibility for, the child who is the subject of this appeal.

Signed:

Date:

Data given on this form will be stored in paper format and on a secure computer system and will be used solely for the purpose of processing this school appeal. The information will be shared with schools, the School Admissions Team and the Legal Services Team for the purposes of arranging your appeal only. The County Council will meet its requirements under the Data Protection Act in processing your data.