

**NETTLEHAM CE (VA) JUNIOR SCHOOL**

If your child has a Statement of Special Educational Needs and you wish to appeal against the decision not to offer your child a school place, you must contact the Special Educational Needs Team on 01522 553332. This form is only appropriate if your appeal is for Nettleham CE (VA) Junior School.

You have been sent two copies of this form: one is for you to complete and return to **the Clerk to the Governors, Nettleham CE (VA) Junior School, Mill Hill, Lincoln. LN2 2PE**; the other copy is for you to complete and keep. Please refer to the enclosed School Admission Appeals – A Guide for Parents and Carers when completing this form. If you have any queries or require further copies of this form or the Guide for Parents and Carers, please do not hesitate to contact Judith Duxbury, Clerk to the Governors, Nettleham CE (VA) Junior School, Mill Hill, Lincoln LN2 2PE email [enquiries@nettleham-junior.lincs.sch.uk](mailto:enquiries@nettleham-junior.lincs.sch.uk) telephone 01522 750376.

Once returned you will receive a written acknowledgement of this form. If you do not receive this please contact Judith Duxbury, contact details as above.

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

School 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 in the Guide for Parents and Carers headed Moving House.

.....  
..... 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"/>

Please give details including dates of any previous appeals:

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You are legally entitled to 10 school days notice of the date your appeal is to be heard.

Do you agree to less than 10 school days notice if necessary? 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 indicate any dates when you are not available to attend. We will try to avoid these dates when arranging the appeal. However appeals for Reception and Year 7 intake are planned in advance and cannot be changed.

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If attending the hearing, will anyone accompany you? Yes  No

Name and address of person accompanying you:  
.....  
.....

Their relationship to the child:.....

If not attending, will anyone represent you at the appeal? Yes  No

Name, address and organisation (if applicable) of the person representing you:  
.....  
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Do you require the services of an interpreter? This will be provided free of charge if required.  
Yes  No

If yes which language? Please state dialect if relevant .....

Do you require the services of a signer? This will be provided free of charge if required.  
Yes  No

Please state if you have any mobility issues so that suitable arrangements can be made.  
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**Reasons for appeal**

Please give the reasons why you want a place for your child at the school to which this appeal relates, including medical, geographical, religious and any other relevant information. Please attach securely, copies of any supporting documents e.g. medical certificates. See the section in the Guide for Parents and Carers on sending in your appeal.

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