



**Please write clearly**

Surname of Child:	
Forename of Child:	
Date of Birth (DD/MM/YYYY):	

Name of Parent/Carer:	Miss / Mrs / Ms / Mr / Dr / other (please specify/delete as appropriate)
Name of second Parent/Carer:	Miss / Mrs / Ms / Mr / Dr / other (please specify/delete as appropriate)
Address for correspondence:	
Postcode:	
Telephone number:	
Alternative Telephone number:	
Email address for correspondence <b>(please write clearly):</b>	
Name of current school:	

Appeals will be heard via Zoom conference call, and appellants are given the option of the way they would like their appeal heard. Please indicate your preference as follows (**please tick ONE**):

(a) I/we wish to join the hearing via a video or audio call (for which Zoom should be loaded onto your device in advance)	
(b) I/we wish to dial into the hearing from a phone via a code which will be supplied in advance	
(c) I/we wish to have the appeal considered solely on the written case provided	

I would like a friend or representative to attend the appeal hearing:	Yes / No	(delete as appropriate)
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Name of representative:	
Email address of representative:	

Please advise of any adjustments required for the proper conduct of the appeal hearing, for example, does anyone attending the hearing have a disability which may impact on their ability to take part?

### GROUNDS FOR APPEAL

Appeals cannot be accepted without written grounds for appeal. Please state the reasons why you wish to appeal against the decision not to offer your child a place.

You may continue on a separate sheet if necessary.

If you wish to supply supporting letters or paperwork, try to include them all together with this form.

*Please DO NOT include photographs of the child or family, or certificates for sport or music which are not relevant to the appeal.*

Please list here:

Data protection: I agree that the documentation I submit for appeal may be shared in confidence with the school and the Clerk to the Appeal Panel (which will be stored safely for two years) and the Appeal Panel (which will be destroyed after the hearing):

Signed:	
Print name:	
Date:	

**The closing date for submitting an appeal is Thursday 30th March 2023**

The Data Controller responsible for protecting your privacy is Folio Education Trust. For more information contact the Data Protection Officer on [dpo@foliotrust.uk](mailto:dpo@foliotrust.uk) or 0203 011 2767. The legal basis for holding your data is in our capacity to provide public education and we process more sensitive data that you include as part of your appeal on the basis of significant public interest. Please visit the website of the Information Commissioner's Office for further information about your rights and complaints procedure.

- Please make every effort to send all documents to support your appeal at the same time.
- Please supply a total of 5 collated copies of your form and all supporting documentation (it may be helpful to retain one set for yourself).
- Please ensure this completed form along with supporting documentation arrives at the School before the published deadline of **30th March 2023**.
- Please ensure that you have the correct postage on your envelope/package.

**Please return this form, supporting documentation and collated copies (by hand or by post) to:**

The Clerk to the Appeals Panel  
C/o Wallington County Grammar School  
Croydon Road  
Wallington  
Surrey SM6 7PH

**Appeals documents cannot be accepted by email.**