Dear Parent/Carer

Re: Submitting your appeal registration form

Please note this only applies to appeals for The Heathland School. For academies, free schools and faith schools, contact the school directly Directory of Schools in Hounslow.

To ensure that your appeal is not delayed, the latest date to send back your appeal form(s) is **Monday, 30 March 2020***. Appeal registration forms received after this date might not be heard with the main appeal hearings for the school for which you wish to appeal and, in some cases, may not be heard until the beginning of the next school term in September 2020. All appeals will be heard within 40 school days as required by the School Appeals code 2012. A timetable for Appeal Hearings is available on the Council website. The appeal form and guide can be downloaded from [www.hounslow.gov.uk/schoolappeals](http://www.hounslow.gov.uk/schoolappeals)

Completed forms should be returned to [schoolappeals@hounslow.gov.uk](mailto:schoolappeals@hounslow.gov.uk)

or posted to:

Clerk to the Appeals Panel
Democratic Services
3rd Floor, Hounslow House,
7 Bath Road, Hounslow,
TW3 4DN

Incomplete/blank forms will be returned to you for completion if they are received without an outline of your main reasons for submitting an appeal. For clarity please say how you find the decision unreasonable or where admissions errors have been identified which have resulted in not being offered a place you would have otherwise received. A copy of the school’s admissions arrangements can be found in the Secondary School Transfer 2020 brochure on our website at [www.hounslow.gov.uk/secondaryadmissions](http://www.hounslow.gov.uk/secondaryadmissions)
If you are providing supporting documentation for your reasons for appeal, it would be helpful if this could also be sent to the Clerk to the Appeals at the address above at least 5 days prior to the hearing. This would allow independent panel members sufficient time to review your written reasons. Additional supporting information submitted to the hearing may only be accepted at the Appeal Panel’s discretion. If accepted, it may be necessary to adjourn the hearing to allow time for panel members to review your supporting information. This may cause a delay in any decision on your appeal or require another hearing to be arranged. It is important for you as a parent/carer to be satisfied that the Appeals Panel has properly considered all your reasons before making a decision.

Yours faithfully

Joti Patel
School Appeals Co-ordinator

*appeals submitted during the school term will be arranged within 30 days of receipt
London Borough of Hounslow

SCHOOL ADMISSION APPEALS REGISTRATION FORM FOR SECONDARY TRANSFER FOR THE HEATHLAND SCHOOL ONLY

(for academies, free schools and faith schools, please contact the school directly - PLEASE DO NOT USE THIS FORM)

Please complete this form if you wish to appeal for a place for your child at a school at which the Admissions Authority is unable to offer you a place. Your appeal will be heard by an Appeals Panel who are totally independent of the Admissions Authority and have had no involvement with any decision made to date about your child.

To ensure your appeal is heard as soon as possible, please return this form to
The Admission Appeals Co-ordinator, Democratic Services, 3rd Floor,
Hounslow House, 7 Bath Road, Hounslow TW3 3EB

PLEASE PRINT CLEARLY IN BLACK INK AND COMPLETE ALL SECTIONS

1. Child's details:
   Forenames: ______________________________________
   Surname/Family name: ______________________________________


4. Boy / Girl: ______________________________________

5. Home Address: ______________________________________

                        Postcode ________

6. Present School (if not currently in School please state last school attended) ______________________________________

7. Which school do you want your child to attend? Please contact Academy and Free Schools direct for an appeals pack.

Please Note: Parents and Carers can only lodge an Appeal for a place at a school which was one of the Applicant’s preferences.

1. The Heathland School ______________________________________
8. Please give your contact details:

Title: Mr, Ms, Miss, Mrs, Mr and Mrs, and Dr etc (Please delete as necessary).

Name: ___________________________ Name: ___________________________
Address: ________________________ Address: ________________________

______________________________ __ ______________________________

Postcode: ________________________ Postcode: ________________________
Relation to Child? ______________________________
e-mail:_________________________ e-mail:_________________________

9. **Contact Telephone Number:** (Day) ___________ (Evening) __________

Mobile (1) _______________________ Mobile (2) ______________________

10. Please state whether you will be attending the appeal hearing.

Yes (tick) _____ No ______ (tick)

Do you require an interpreter at the hearing?

Yes (tick) ___ No (tick) ___ If yes, which language _____________________

11. Sometimes there is an opportunity to arrange your appeal at short notice. This means that you waive your right to proper notice (it should be 10 working days) Please tick yes if you agree to have an appeal at shorter notice.

Yes (tick) _____ No _____ (tick)

12. What are your reasons for appealing for a place at the school? What problems would be created if your child did not get a place at the school? The appeal will be considered in private and you are encouraged to put down as much information as possible (please continue on a separate sheet if necessary).

Please note that if you have already appealed you will not normally be allowed to appeal again for the same school - unless there have been substantial changes to your circumstances. My reasons for appeal are:


YOU MUST COMPLETE SECTION 12 AND SIGN THE FORM

13. Your Name:

______________________________ (please print)

Signature ______________________________

14. Date ______________________________

Please send this form to the Admission Appeals Clerk, Democratic Services,
3rd Floor, Hounslow House, 7 Bath Road, Hounslow, TW3 3EB

If you have any queries about the appeal, please contact Democratic Services
020 8583 3356 or email: schoolappeals@hounslow.gov.uk
Hounslow Council works within an Equal Opportunities Policy. We would like to monitor our work and ensure that our school appeals process does not discriminate against particular ethnic groups, and therefore would be grateful if you would fill in this form and return it with your appeal form.

Please tick the relevant category in respect of your child.

<table>
<thead>
<tr>
<th>Bangladeshi</th>
<th>Chinese</th>
<th>White European</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black African</td>
<td>Indian</td>
<td>White UK</td>
</tr>
<tr>
<td>Black Caribbean</td>
<td>Pakistani</td>
<td>White other</td>
</tr>
<tr>
<td>Black other</td>
<td></td>
<td>Other Group</td>
</tr>
</tbody>
</table>

(Department for Education (DFEE) categories)

The information provided will not affect the Appeal Committee's decision, as they will not be given the information. It will not be kept on individual records and will only be used to provide aggregated / general statistical data. Your name does not appear on this form.

Please return this form together with your completed appeal registration form to the Clerk to the Admission Appeals Panel, c/o Democratic Services, 3rd Floor, Hounslow House, 7 Bath Road, Hounslow TW3 3EB