Dear Parent/Carer

**Re: Submitting your appeal registration form – In-Year Junior & Secondary Admissions**

Please note, to ensure that your appeal is not delayed, that all details have been completed. All appeals will be heard within 30 school days as required by the School Appeals code 2012. A timetable for Appeal Hearings is available on the Council website. A guide to appeals is available on the following link:


Decisions will be made as outlined in the School Appeals Code 2012 Section 3, which is a two stage process.

Stage 1 - examining the decision to refuse admissions

Stage 2 - balancing the argument

Completed forms should be sent to:

Clerk to the Appeals Panel  
Democratic Services  
Civic Centre (Orange Zone)  
Lampton 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.

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. 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
Democratic Services
London Borough of Hounslow
SCHOOL ADMISSION APPEALS REGISTRATION FORM
FOR IN-YEAR ADMISSIONS – SECONDARY
(YEAR 7- 11 & THE HEATHLAND SIXTH 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. Hearings are usually held during the day at Hounslow House.

To ensure your appeal is heard as soon as possible, please return this form to Clerk to the Appeals Panel, Democratic Services, 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:
   ________________________________________________________________

2. Child’s Date of birth _____________________  3. Current School Year

4. Boy / Girl _________________________

5. Address
   ________________________________________________________________
   ________________________________________________________________
   Postcode ________

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

7. Which school(s) do you want your child to attend? Hearings will be arranged separately for each school. You may wish to copy this form for each case.

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. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
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:__________________________
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 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 Clerk to the Appeals Panel, Democratic Services, 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 Appeals Panel, Democratic Services, Hounslow House, 7 Bath Road, Hounslow TW3 3EB