

LADY MARGARET SCHOOL

Parson's Green • London SW6 4UN

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Email: admin@ladymargaret.lbhf.sch.uk

Once completed, please send the form to Bathsheba Mall, Clerk to the Independent Admission Appeals Panel, Governance and Scrutiny, Room 203, Hammersmith Town Hall, King Street, London W6 9JU or **preferably** email Bathsheba.Mall@lbhf.gov.uk

APPEAL AGAINST ADMISSION DECISION for Year 7 in September 2021

(Please complete in BLOCK CAPITALS)

Child's First Name:Surname:

Child's date of birth:

Parent/Guardian(s):

Mr/Mrs/Miss:First Name.....Surname.....

Address:

Telephone no. (day):Telephone no. (evening):.....

Parent/Guardian Email address(es):

School allocated to child by Local Authority.....

I wish to appeal against the decision not to offer my child a place on the following grounds (continue on separate sheet if necessary):

(SEE IMPORTANT NOTES OVER THE PAGE➔)

I wish to present my appeal in person by telephone video conference

OR

I wish the Panel to consider my appeal in my absence on the written evidence submitted

Please ensure supporting information/documentary evidence is provided with this form if you are appealing on medical or social grounds

Signature of Parent/Guardian:Date:

IMPORTANT INFORMATION

- Please complete the form overleaf and continue on additional sheets if required.
- Any documents that will form part of your appeal should be submitted with your appeal form by the deadline date, 12th May 2020. **Supporting information/documentary evidence should be provided if you are appealing on medical or social grounds.**
- On receipt of your appeal form the Clerk to the Appeals Panel will advise you in writing of the date and time of your appeal. **Any outstanding documents in support of your appeal should be submitted to the Clerk as early as possible, and at least 6 school days, before your appeal date. They will be copied and distributed to Panel members and the school's representative who will read the documents in advance of the hearing.** If such documentary information is presented only at the time of your appeal and covers substantial new issues, an adjournment of the hearing might be necessary.
- The Clerk will acknowledge receipt of the appeal however if you have not received email confirmation with five working days form submitting your appeal please email Bathsheba.Mall@lbhf.gov.uk directly.
- The Government has changed the procedures for school admission appeals because of coronavirus. Please see the Government guidance <https://www.gov.uk/government/publications/admission-appeals-for-school-places/coronavirus-covid-19-school-admission-appeals>

Please note:

Once the Panel has reached its decision on an appeal it will not be possible for the decision to be reversed if additional information/documents are submitted by a Parent/Guardian at a later date. The decision of the Appeals Panel will be binding on both you and the admissions authority.