

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 2022

(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, 11th May 2022. **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 from 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.