LADY MARGARET SCHOOL

Parson’s Green • London SW6 4UN

Tel: 0207 736 7138

Email: admin@ladymargaret.lbhf.sch.uk

Once completed, please send the form to Bathsheba Mall, Clerk to the Independent Admission Appeals Panel by email Bathsheba.Mall@lbhf.gov.uk

# **APPEAL AGAINST ADMISSION DECISION for Sixth Form 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………………………………………………………………

Reason for refusual of admission to the Sixth Form…………………………………………………….

**I wish to appeal against the decision not to offer me/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 for the grounds which you are appealing.**

Signature of appellant: ………………………………….Date: ……………………………….

Name of appellant (in BLOCK CAPITALS)……………………………………………………

**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, 30th September 2022.
* 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**](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 or student at a later date. The decision of the Appeals Panel will be binding on both you and the admissions authority.**