Cardinal Pole Catholic School

"An Outstanding Catholic School" - *Diocese of Westminster*

Diocese of Westminster

Appeal Against an In Year Admission Decision

Note: There is only one appeal permitted in any one academic year.

To be completed by the parent/carer

Child's First Name(s): ……

Child's Date of Birth: ……

Address: ……

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…… Postcode: ……

Family name: …… ☐ Male ☐ Female

Name(s) of parent(s) or carer(s):

Title: …… Initial(s): …… Family Name: ……

Contact Telephone: ……

Title: …… Initial(s): …… Family Name: ……

Contact Telephone: ……

School currently or previously attended: ……

Statement by parent(s)/carer(s)

Please include any social or medical reasons that you feel are relevant to your case. If you have social or medical reasons, these should be supported with appropriate documentation from a qualified person (doctor, social worker and so on).

I wish to appeal against the decision not to offer my child a place at Cardinal Pole Catholic School because:

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Please continue overleaf if required.

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Have you made an appeal to Cardinal Pole Catholic School before? ☐ Yes ☐ No If **yes**, please give the year.

Year of appeal: ……

Would you like an interpreter to help you at the appeal hearing? ☐ Yes ☐ No

If **yes**, which language do you speak? ……

Are there days, dates or times when you cannot attend a hearing? Please give details:

……

Signature of parent or carer: …… **Date:** ……

Please tick: ☐ Mother ☐ Father ☐ Carer ☐ Legal Guardian

Please return this form to: Cardinal Pole Catholic School 205 Morning Lane, London E9 6LG	Please return this form**,** marking the envelope **'In Year Appeals'**.

NOTES FOR PARENTS:

Appeal Against Admission Decision

If your child has been refused a place at the school of your choice or you are unhappy with the school allocated to your child, under the School Standard and Framework Act 1998, you have the right of appeal against the decision to an Independent Appeal Committee, whose members will include people who have an experience in education, and are acquainted with education conditions in Hackney.

After completion of the form overleaf, please send the form, with supporting documents, to Cardinal Pole Catholic School to arrange an Appeal Hearing.

In the case of Cardinal Pole Catholic School, the school will administer all appeal arrangements. The deadline for appeal is 30 school days from receipt of appeal form.

Appeal Decisions

The decisions of Appeal Committees are binding on the school. In coming to their decisions, appeal committees have to take into account: -

i) The wishes of the Parent
ii) The arrangements for Admissions published by the Governors, including the number of children to be admitted and the criteria for Admissions
iii) The School's Statement.

If you have any professional documentation such as Doctors/Consultants/Social Worker letters to support your reasons for choosing Cardinal Pole Catholic School, you should include these with the form or send them to the school **7 days prior to the Appeal Hearing.**