

Caistor Grammar School

If your child has an Educational Health Care Plan and you wish to appeal against the decision not to offer your child a school place, you must contact the Special Educational Needs Team at the Lincolnshire Local Authority. This form is only appropriate if your appeal is for Caistor Grammar School.

Please return this Notice of Appeal to Mr Marcus Croft, Deputy Headteacher, at Caistor Grammar School, Church Street, Caistor, Lincolnshire LN7 6QJ or scan your documents and return via email to marcus.croft@caistorgrammar.com If you have any queries please do not hesitate to contact Mr Marcus Croft, who is in charge of Admissions.

Once returned you will receive an email acknowledgement within 48 hours. If you do not receive this then please contact Marcus Croft.

Please use block letters and write in black ink/ballpoint pen or you can type on the document, *please amend where appropriate.

School you are appealing for: Caistor Grammar School

Name of child who is the subject of the appeal:

.....

Gender: *Male/Female/Other

Date of birth:

School child currently attends:

If your child has been offered a place at an alternative school, please tell us below:

.....

Contact details of person appealing on behalf of the child:

Full name:

Relationship to child:

Address:.....

.....Postcode.....

Home phone number:.....

Work phone number:....

Mobile phone number:....

Please note - If your telephone will not accept anonymous calls we will not be able to contact you by telephone regarding this appeal.

Email address:.....

Child's address if different:

.....

.....Postcode.....

If you are moving house, please give details of your new address below, if you are likely to change address between the date you send in this form and the date you wish your child to start at the School.

.....

..... Postcode

Status of move:

*Tenancy agreement signed

*Exchanged contracts

*Moving in with partner or relatives

*Forces posting

*Other

(please provide evidence for any of the above e.g. a copy of the exchange of contracts. This should be a photocopy)

Details of the move, including dates:.....

.....

Other children living in the same household under 19 years of age:

<u>Name</u>	<u>Date of birth</u>	<u>Current schools</u>	<u>Have you appealed before?</u>
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.....	*Yes/No
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.....	*Yes/No
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.....	*Yes/No
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Please give details including dates of any previous appeals:

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You are legally entitled to 14 days notice of the date your appeal is to be heard.

Do you agree to less than 14 days notice if necessary?

*Yes/No

Have you received a letter/email refusing your child a place at this school

*Yes/No

If yes, please attach a copy.

Or was this a verbal refusal?

*Yes/No

Will you be attending the appeal?

*Yes/No

Please indicate any dates when you are not available to attend. We will try to avoid these dates when arranging the appeal. However, appeals for the Year 7 intake are planned in advance and cannot be changed.

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If attending the hearing, will anyone accompany you?

*Yes/No

Name and address of person accompanying you:

.....

.....

Their relationship to the child:.....

*Yes/No

.....

.....

*Yes/No

*Yes/No

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Please continue on a separate sheet if necessary and securely attach to this form. Any supporting information should be photocopies of the original where possible.

Please give contact details of any other person who has parental responsibility for the child. (Please give full name, address, telephone number and relationship to the child):

.....

Do you provide consent for us to contact this person? *Yes/No

Please note if you state no the School Appeals Team may contact you for further details.

Declaration:

I declare that I am the *parent/guardian of the child who is the subject of this appeal.
I declare that the information contained in this Appeal Form is correct as at the date of writing, to the best of my knowledge.

Signed:Date:

Return this form to Mr Marcus Croft at Caistor Grammar School or scan the document and return to marcus.croft@caistorgrammar.com by **19th April 2024**

Data given on this form will be stored securely and will be used solely for the purpose of processing this appeal. The information will be shared with the independent panel, the School Admission Team and the Legal Services Team for the purposes of arranging your appeal only. Caistor Grammar School will meet its requirements under the Data Protection Act in processing your data.