

**INDEPENDENT EDUCATION APPEALS PANEL
APPEAL FOR A RECEPTION PRIMARY SCHOOL PLACE**

GUIDANCE NOTES

1. PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS
2. PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD AND FOR EACH SCHOOL
3. WHEN COMPLETED SEND THIS FORM TO : -
Admissions Team, Department for Children, Young People and Culture,
3 Knowsley Place, Duke Street, Bury BL9 0EJ OR . You can appeal online at
www.bury.gov.uk

NAME OF SCHOOL REQUESTED	
FULL NAME OF PUPIL	Forename(s) Surname
DATE OF BIRTH	D ____ M ____ Y ____ MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
CURRENT NURSERY	
Has your child a Statement of Special Educational Needs? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, you must contact the Special Needs Section of your home authority. You cannot use this appeals form.	
Is your child a Looked After Child (sometimes known as "In Care") Yes <input type="checkbox"/> NO <input type="checkbox"/> If so, which is the child's home authority?	
Do you need an interpreter at the appeal hearing? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please indicate which language:	
CONTACT DETAILS (PLEASE USE CAPITAL LETTERS)	
NAME OF PARENT(S)/CARER(S)	
ADDRESS	
	Postcode
TELEPHONE NUMBER (daytime)	
SIGNATURE	DATE

continued overleaf

DATA PROTECTION ACT 1998

The Council maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the Act.

Verification of Information – the Council may verify information you have provided on this form which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different from that held by them they may use the information on this form.

MY REASONS FOR MAKING THIS APPEAL ARE:

A. MEDICAL/SOCIAL REASONS

(You must supply evidence from doctor, hospital or social worker etc)

B. CHANGE OF ADDRESS

(You must provide evidence of exchange of contracts on a property you are buying OR a copy of your rental agreement)

C. ANY OTHER REASONS

Continue on separate sheets if required

If it is not possible to offer your child a place at the preferred school as a result of the 'topping up' procedure, your appeals form will be forwarded to the Democratic Services Section for submission to the Appeals Panel. In this connection please indicate any dates when you would not be able to attend a meeting of the Appeals Panel.
