

WESTBOURNE PRIMARY SCHOOL

Primary School Appeal Form

Non-Infant Class Size



FOR OFFICE USE

APPEAL NO

YEAR GROUP

DATE RCD.....

- This form must only be completed if you wish to appeal for Westbourne Primary School.
- Please contact the Admissions team at London Borough of Sutton if you wish to appeal for a Reception, Year 1 or Year 2 at any other Sutton Community Infant or Primary school or for a place in Years 3, 4, 5 or Year 6 at a Sutton Community Junior or Primary School
- For all other Sutton schools, please contact the school directly.
- For all schools outside of Sutton, please contact the appropriate Local Authority or the school directly.

THIS FORM MUST BE COMPLETED BY THE PARENT/GUARDIAN

Name of School you are appealing for: **WESTBOURNE PRIMARY SCHOOL**

1. Child's Details:

Surname/Family Name: First Name:

Date of Birth:/...../..... Sex (male/female):

Present / Previous School: (if appropriate)

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2. Appellant/Parental Details:

Mr/Mrs/Ms: First Name: Surname/Family Name:

Telephone Numbers: (Home) (Mobile).....

Email address: For sending correspondence (please write clearly)

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Home Address:

.....

..... Post Code:.....

3. Appellant/Parent Statement:

Please state your reasons for wishing to appeal for this school as clearly as possible. You may continue your statement on additional sheets of paper, which should be attached to your form with any supporting evidence that you consider relevant to your case.

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(If necessary, please continue on a separate sheet of paper and attach to this form)

4. Arrangements for your Appeal

Appeals will be heard remotely by Zoom conference call. Appellants wishing to take part should (a) have Zoom loaded onto their device in advance; or (b) choose to join the hearing using a mobile phone via a code; or (c) the appeal can be considered on the written case provided.

Please tick the following as applicable:

- a) I wish to attend the Zoom conference and prefer: Video Audio
- b) I wish to join the meeting via a phone conference call
- c) I wish to have my appeal considered solely on the paperwork I have provided

I would like a friend or representative to attend the appeal hearing: Yes/No

Name of representative:

E-mail address of representative:

Please indicate below any dates that you will NOT be available to attend an appeal hearing:

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Please advise of any adjustments required for the proper conduct of the appeal hearing, for example, does anyone attending the hearing have a disability which may impact on their ability to take part?

Please DO NOT include: photographs of the child or family, or certificates for sport or music which are not relevant to the application.

Signed:.....Date:.....

Please return this completed to:
The Appeals Officer, Westbourne Primary School
Anton Crescent, Collingwood Road
Sutton, SM1 2NT

YOUR APPEAL WILL BE REGISTERED AND THEN FORWARDED TO THE CLERK TO THE APPEALS PANEL AND SHARED WITH THE PANEL MEMBERS. THE CLERK WILL INFORM YOU IN WRITING OF THE PROCEDURE AND TIME AND DATE OF YOUR APPEAL HEARING.

Appellants will be given at least 10 days' notice of the date of their appeal with appeal papers being sent out to the appellants and panel members, 7 school days before the appeal.

Your information will be used as part of the school admissions and appeals processes only, and in line with the UK GDPR and the Data Protection Act 2018. All information is retained securely in line with our retention policy or where we are required by law to retain your information for specified periods. If you wish to access a copy of your information, please contact Mr D Miracapillo via office@westbourne.sutton.sch.uk to make a subject access request.