

SOUTHEND HIGH SCHOOL FOR BOYS



NOTICE OF APPEAL for Entry September 2023

Section 1

PUPIL DETAILS Please print

Surname																			
Forename (s)																			
Date of birth	dd	mm	yyyy																
Home address																			
																Postcode			

Section 2

PARENT / CARER'S DETAILS

Mr/Mrs/Miss/Ms (or other)		Forename		Surname		
Telephone no. Home				Work		
Mobile		Relationship to child				
Do you have parental responsibility for this child						
			Yes		No	

Address if different to Section1						
					Postcode	

Email																			
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Section 3

Current School Information

Current Primary School and address of school						
					Postcode	

School at which 11+ tests were taken					
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Has your child been offered a place at any school?	Yes		No	
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If yes, name of School					
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Have you accepted the school place offered?	Yes		No	
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When do you want your child admitted to your preferred school?																			
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Section 4**APPEAL PANEL HEARING**

Will you be attending the Appeal Panel Hearing to present your own case? Yes No

If YES, will anyone else be coming with you? Yes No

If YES, please confirm their name and indicate whether they are representing you in a legal capacity, eg a Solicitor:

Mr/Mrs/Miss/Ms Forename Surname
(or other)

Capacity of Representation

If you confirm that you will be attending the meeting of the Appeal Panel but then, having failed to give a reasonable explanation do not do so, the Appeal Panel will proceed in your absence and make their decision on the basis of your written case.

If you confirm that you will not be attending the Appeal Panel hearing, your case will be considered by the panel on the basis of whatever you have written on this form together with any other correspondence you may have had with the admission authority regarding your application for a school place. It is, therefore, vital that you include in your written submission all of the information you wish to be considered by the Appeal Panel.

Section 5**ARRANGEMENTS FOR THE HEARING**

In order that the Clerk to the Panel may make appropriate arrangements prior to the Appeal Hearing please confirm the following:

Do you require the services of an Interpreter? Yes No

If YES what is your first language?

Do you require the services of a sign interpreter? Yes No

Do you use a wheelchair or have mobility difficulties? Yes No

Are you blind or partially sighted? Yes No

In order to ensure that the Appeal Panel is totally independent, please detail below any schools that you have any connection with:

School	Reason for Connection

Section 6**APPEAL HEARING NOTICE**

The Admission Appeals booklet confirms that the clerk to the Appeal Panel must provide you with details of the date and arrangements for the hearing no later than 10 school days before the hearing. If, however, a hearing date becomes available at shorter notice it may not be possible to give parents the full amount of notice. In this situation, would you be willing to accept less than 10 school days' notice?

Yes No

Please give below the reasons for your appeal continuing on a separate sheet of paper if necessary. Any additional documentation you feel would be relevant to your appeal must also be attached to this form and will be made available to the Appeal Panel (please use additional paper if required).

I confirm that the information I have given on this form is true and correct. **I enclose 6 copies of this form and all other documentation.**

Signed

Name (please print)

Relationship to child

Date

NOTES:

If your appeal is unsuccessful you may not appeal for the same school within the same academic year unless there has been a significant and material change in either your circumstances or the circumstances of the school and your application has still been refused. The acceptance of a place at an alternative school does not affect your right of appeal.

Complaints about the appeal

If, after the appeal, you are concerned the administration of the appeal did not comply with the Appeals Code and this affected the outcome of the appeal, you can complain about maladministration to the Secretary of State.

If the DfE finds the appeal arrangements did not comply with the Appeals Code, the academy may be required to establish a fresh appeal panel to hear the case. However, the Secretary of State cannot overturn the decision of an independent appeal panel. This may only be challenged through the Courts through a Judicial Review. Complainants should take their own legal advice in relation to this.

Appellants who wish to make a complaint can contact the Department for Education at:

<https://www.gov.uk/schools-admissions/complain-about-the-appeals-process>

Fair Processing Notice

The information provided by you will be held and processed by Southend High School for Boys in accordance with the Data Protection Act 1998. It will be used for its intended purpose but may also be used for internal statistical analysis as well as being processed and disclosed for the prevention or detection of crime, assessment of tax or where we have a legal obligation to do so. We may also need to share your information with a third party, such as a contractor, in order for them to provide the service you have requested. However, we require any third parties to abide by the Data Protection Act 1998 when they process your data on our behalf and to follow our procedures or instructions.

Once completed, 6 copies of this form (together with 6 copies of any supporting documentation you may wish to submit, eg last school report and/or supporting letter from the child's current Headteacher) should be returned to:

**Clerk to the Appeal Panel
c/o Southend High School for Boys
Prittlewell Chase
Southend on Sea
Essex SS0 0RG**

**PLEASE RETURN THIS FORM NO LATER THAN
THURSDAY 30TH MARCH 2023.**

If your appeal documentation is received after this date, your appeal may not be heard before the end of the summer term.