

**HOLY TRINITY CE ACADEMY**

**APPEAL AGAINST REFUSAL OF A SCHOOL PLACE**

If you wish to appeal against the refusal of a place at the school, please fully complete this form and return it with any supporting documents to Holy Trinity CE Academy, 1 Quemerford, Calne, Wiltshire, SN11 0AR. Forms should be returned within 20 school days of the date of your refusal letter.

**PLEASE PRINT CLEARLY** – This form will be photocopied

CHILD'S SURNAME		DATE OF BIRTH
CHILD'S FIRST NAMES		
ADDRESS		
YOUR CONTACT DETAILS	Home phone No.	Work
	Mobile	email
The name of the school currently attended (if applicable)		
<b>I wish / do not wish to attend the appeal hearing</b> (please delete as appropriate) I anticipate being accompanied by: (insert name)		
Please advise of any special requirements to enable you to attend (for example, are you disabled or will you need an interpreter and if so, what language?)		
<b>SIGNATURE OF PARENT OR GUARDIAN</b>		
Please print name (Mr/Mrs/Ms/Miss)		Date
<b>NOW TURN OVER TO COMPLETE THE REASON FOR YOUR APPEAL</b> <b>It is essential that you state the grounds for your appeal</b>		

**The reasons for appealing are (enclose a separate sheet if necessary):**

**Please attach any supporting documentation (doctor's letter, tenancy agreement or evidence of house move or any other documentation)**

**Please return the completed form to:** The Clerk to the Governors, Holy Trinity CE Academy, 1 Quemerford, Calne, Wiltshire, SN11 0AR.

The information you provide will be included as part of your case for your appeal and will be shared with the Local Authority Admissions Department, the Appeals Panel and Clerk to the Appeals Panel. This information will be held for seven years in line with the school's retention and disposal policy.