

## The King Edmund School Notice of Appeal Form

**Please send completed form to: The King Edmund School, Vaughan Close, Rochford, Essex SS4 1TL**

**The Statutory Appeals Team cannot be responsible for forms lost in the post.**

**What happens to my information:**

The King Edmund School will use the information you provide to process your appeal, and contact you regarding it. The only party this information will be shared with is the Independent Appeal Panel who you will receive your information at least 10 days before the scheduled appeal hearing.

<b>Child's full name:</b>	
<b>Date of birth:</b>	
<b>Sex of child:</b>	
<b>Name of school you are appealing for a place at:</b>	
<b>Appellant's name(s):</b>	
<b>Address for correspondence to be sent to (including post code):</b>	
<b>Telephone contact numbers:</b>	(h) (m)
<b>Email address (can be work or home but the one you use most):</b>	

**Representation – please indicate YES only in the boxes below that apply to your case:**

I/We will be attending the appeal to make oral representations (written grounds still required)	
I/We will be submitted these written representations only and will not be attending the appeal.	
I/We have asked a representative to present the case on my/our behalf. If YES please fill in details below.	
I/We will be present to accompany our representative.	
I/We are agreeable to receiving less than 10 school days' notice of the date of the appeal hearing (may be possible on occasions)	
Will you require the services of an interpreter at this appeal? If YES, in which language?	
Name, address and status of your representative (if applicable):	
Are there any special requirements you or your representative have which we need to be aware of?	

**GROUNDS OF APPEAL**

**You must complete this section. Failure to do so will result in your Appeal Form being returned to you.**

**Signed:** .....

**Date:** .....

***If there is not enough space on this sheet, please continue on additional sheets of A4 size paper, and number and initial the foot of each page.***