



In-Year Admissions Appeal Request Form

Please complete and return this form to governanceservice@barnet.gov.uk

Before completing this form, it is important that you read the DfE 'Advice for parents and guardians on school admission appeals: www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-parents-and-guardians-on-school-admission-appeals

Please do not use this form if your child has a statement of special educational needs, or one is being prepared.

Child Information

Child's Full Name:

Child's Date of Birth:

Current Year Group:

Child's Home Address:

Child's Current or Most Recent School:

School Your Child Has Been Allocated A Place At:

Parent/Carer Information

Parent/carers name:

Daytime telephone number(s):

If you require an interpreter, or have any access requirements, please provide details (including which language) here:

Parent/carers signature:

Please type your name, if
completing electronically

Date:

Reasons for Appeal

You must explain below why you are appealing. Please send any supporting evidence with this form.

It should be noted that appeals will be considered against the school admissions criteria as opposed to any personal circumstances which parents / carers may feel are appropriate.

An Appeal Panel can only uphold an appeal based on the very strict conditions laid out in the Department for Education's School Admissions Appeal Code.

This section must be completed even if you will attend the hearing.

Continue on a separate sheet of paper if necessary.

Note: If your child has a statement of special educational needs, or one is being prepared, you will have been involved in the process and will have had (or will soon receive) a copy of the statement. If this is the case, you need to refer back to your case worker to discuss finding an appropriate school place for your child. You cannot appeal through this process.

Arrangements for Appeal Panel

If you do not attend the Appeal Panel your appeal will be decided based on the information provided in this form.

Do you wish to attend the Appeal Panel?

Appeals are always held on a weekday during working hours. Please list below any dates or times that you would not be available to attend.

Note: In-year admissions appeals will be heard within 30 days of receipt of this form.

If you wish to be accompanied at the Appeal Panel, please provide the following information regarding the person who will attend with you:

Their Name:

Their Address:

Their Contact Telephone Number:

Their Email Address:

What happens next?

- Complete the Admissions Appeal Request Form and return it to governanceservice@barnet.gov.uk or by post to:
Governance Team (Appeals)
Governance Service
London Borough of Barnet
2 Bristol Avenue
London
NW9 4EW
- You will receive notification as to the date and time of the Appeal Panel, with 10 working days' notice. We will inform you of who will be present at the hearing.
- You will receive any papers for the Panel with 7 working days' notice.