**Notice of Appeal Form**

**2024 intake for entry into Year 2024/2025**

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| **Appeal against admissions decision**  This form should be completed in black ink or typed and sent to [office@fieldlaneschool.co.uk](mailto:office@fieldlaneschool.co.uk) [fieldlaneschool.co.uk](http://fieldlaneschool.co.uk/School) or School Office, Field Lane JI&N School, Albion Street, Batley, WF17 5AH as soon as possible.  Please read the guidance notes before completing the form. | | |
| Child’s surname: | Child’s first name: | |
| Date of birth: |  |  |
| Which year group did you apply for? |  | |
| Address: | Name(s) of parents/carers: | |
| Postcode: | Telephone (work): | |
| Telephone (home): | Telephone (mobile): | |
| E-mail: | | |
| Do you intend to be present at the appeal hearing? | YES / NO \* \*delete as applicable | |
| Please give dates on which you will **NOT** be able to attend the hearing: |  | |
| Do you require any additional support or an additional person to attend the hearing with you (or on your behalf)? | Yes No | |
| If yes, provide details of who will be attending with you, including their contact details (email address etc.). |  | |

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| Do you require an interpreter? | Yes No |
| If yes, which language? |  |
| If you have indicated that you require the assistance of an interpreter, you are consenting to a copy of your appeal paperwork also being sent to the interpreter to assist you during the hearing. If you do not consent to your personal data being shared in this way, you MUST inform [office@fieldlaneschool.co.uk](mailto:office@fieldlaneschool.co.uk) [fieldlaneschool.co.uk](http://fieldlaneschool.co.uk/School) or call on 01924 326378. | |
| Have you read the Trust’s Admissions Policy? | Yes No |
| Name the school your child currently attends: |  |
| Signature of parent/carer: | Date: |
| Only in very limited circumstances can admission over the Pupil Admissions Number (PAN) be permitted, these are as follows:-   1. That the admissions authority has made a mistake and, if that mistake had not been made, your child would have been offered a place.   **and / or**   1. That the admissions authority has acted unreasonably\*\* in not offering your child a place.   \*\* Please note in this situation “unreasonable” means that the process followed in your child’s case was irrational or perverse, given the information that you provided with your application. | |

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| **Grounds of appeal**  Please give as much information as possible in support of your appeal, including the reasons for wishing to move from the existing school. There is no limit to the amount of text you use in this box. If you would prefer, you can submit your grounds of appeal by attaching it below along with any other information you feel relevant. |
| I wish to appeal against the decision not to offer a place to my child for admission into Year ……. **(please indicate)**. The reasons for my appeal are as follows:  If needed please continue your reason on a separate sheet of paper and attach any supporting documents. |