

## Appeal against refusal of a school place

This is an interactive PDF form which you can electronically type into the fields or print to fill out manually. When you have completed the form - please print off, sign and return it to: School admissions, Plough Lane offices, Plough Lane, Hereford HR4 0LE Alternatively you can scan and send to [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk).

Full name of child:

Date of birth:

Name of parents/parental guardians (please state Mr., Mrs., Miss etc)

Principle residence of child:

Postcode:

### How you can be contacted

Telephone/Mobile:

Email address:

Present school:

School for which admission has been refused:

Child's current year group:

At a later date the Clerk to the Appeal Panel will send you a notice of the appeal committee's hearing together with a copy of the authority's response. At that stage you will be asked whether you wish to attend the hearing.

Appeal hearings can take some time to arrange and the authority is obliged to parents 14 days notice of the date of an appeal hearing. If parents are prepared to waive the normal period of notice, it may be possible to arrange an early appeal.

Do you wish to waive the normal 14 days notice period? Yes No

Do you require the assistance of a translator/interpreter at your appeal? Yes No

If yes, please state which language:

Please state clearly the reasons for your appeal:

Signed:..... Date:.....