



Washington Academy

Enriching Lives, Inspiring Ambitions

Admission to Schools

Formal Notice of Appeal

1. Name of Appellant (i.e. Parent/Carer):

2. Name of Child:.....DOB:

3. Address:
.....

4. Mobile/Home Tel: ☎
Once your form is received, you will receive an acknowledgment by text message.

5. Email address

6. I have expressed a preference for.....Academy
in Year Group

7. Grounds for Appeal

You may wish merely to indicate that the grounds of appeal are as already set out in previous documents, copies of which will be provided to the Admission Appeal Panel. Alternatively, you may wish to add further details in the space provided below. Continue on a separate sheet of A4 paper if necessary.

If there are medical factors, it is helpful to have copies of medical certificates, letters from doctors, or any other document in support of an appeal sent in with this form. Such information is, of course, treated with the strictest of confidence. **Please note that this information must be provided to the appeals panel by parents/carers. It is not possible for the Admission Appeal Panel to obtain this information.**

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ADMISSION TO SCHOOLS

APPEAL PROCEDURE

1. This note provides further information on the appeal procedure and the following paragraphs indicate the action you should take if you wish to appeal. Please keep this sheet for your information. If, at any stage, you decide not to pursue the matter, I should be grateful if you would inform the Clerk to the School Admission Appeal Panel (school.appeals@sunderland.gov.uk).
2. An Admission Appeal Panel is empowered to consider appeals from parents who are not satisfied with the Authority's response to their expressed preferences. The Admission Appeal Panel is independent of Children's Services and the decisions of the Admission Appeal Panel are binding on the Authority. Equally, the decision of the Admission Appeal Panel is final, subject to a review by the Secretary of State for Education and Skills or the High Court, in either case this would occur only in the most exceptional circumstances. All appeals are heard in private.
3. An appeal should be made in writing on the form attached, stating the grounds for the appeal. The Admission Appeal Panel will have the original reasons for your preference so there is no need to repeat these on the form. You can, however, use the form to add to your original reasons, if you so wish. If you decide to use any medical reasons in support of your appeal, it is helpful if any medical certificates, a letter from your doctor, or any other document in support of your appeal can be included with your appeal form when you send it to the address shown below. **Please note that it is not possible for the Admission Appeal Panel to obtain this information.** Parents are encouraged to attend Appeal Panel hearings and if they do, they will have the opportunity to speak and, at the discretion of the Panel, be accompanied by a friend or be represented by someone else. If a parent does not attend the hearing, the appeal will be decided by the Panel on the basis of the information on the written statements including the appeal form. If parents, who have said they will attend, do not, and there is no reasonable explanation, the appeal will be decided on the information available to the Panel at the time fixed for the appeal.
4. If you wish your appeal to be considered by the Admission Appeal Panel, you should complete the attached form and return it to the **Clerk to the School Admission Appeal Panel, via email school.appeals@sunderland.gov.uk or post to City Hall, Plater Way, Sunderland, SR1 3AA** within **14 days of receipt of the appeal forms**, from whom further advice can be obtained on the arrangements for the hearings. If no reply is received within **14 days**, it will be assumed that you do not wish to pursue the matter.
5. You will be given at least 14 days notice of the hearing, which will be held at a local venue. Please note that you may waive this notice by stating clearly on the form that you wish to do so. At least 7 days prior to the hearing, I will supply to the Clerk to the School Admission Appeal Panel and send to you (the Appellant) by post, a written statement summarising the application of the Authority's admission policy to the case in question and the reasons for the decisions taken. Please ensure that any change of address by you is notified to the Clerk to the School Admission Appeal Panel to enable relevant correspondence to be sent to you.
6. As explained earlier, the decision of the Admission Appeal Panel is final and binding on the Authority. The Clerk to the School Admission Appeal Panel will communicate the decision and the grounds on which it is made, to you in writing, as soon as possible after the hearing.