



Northumberland County Council

## **APPEAL FORM**

PLEASE USE BLACK INK OR TYPE TO COMPLETE THIS FORM

Copies of this form can be found on the Northumberland County Council website under [www.northumberland.gov.uk/appeals](http://www.northumberland.gov.uk/appeals)

We have tried to make this form as simple as possible, but please read the attached notes for guidance before completing this form.

**All parts of this form must be completed.** Failure to complete any section will result in the form being returned to you for completion which will delay the date of your appeal

**To: Mrs L Papaioannou, Directorate of Personnel and Administration,  
Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF**

1. I have expressed a preference for .....

School and am appealing against the decision of the Executive Director of Children's Services to refuse my application.

2. Present or last school attended .....

.....

Leaving date .....

3. The **child's** name is (please use capital letters)

Surname .....

Forenames .....

Male/Female ..... Date of Birth .....

4. My name is (please use capital letters)

(Mr/Mrs/Ms ..... Surname .....

Forenames .....

Are you the child's parent or guardian? .....

If you are the guardian of the child and **not** the parent please provide evidence of guardianship.

My home address is

.....

.....

.....

Daytime Telephone No: ..... Mobile .....

Email address .....

5. The **exact** date I wish the child to be admitted to the chosen school is

.....

6. (a) I wish to put my case to the Appeal Panel myself (or with my spouse/partner). YES/NO

(b) I wish to put my case to the Appeal Panel myself and would like to be accompanied by a friend (other than my spouse/partner). YES/NO

(c) I wish my representative to put my case to the Appeal Panel. YES/NO  
(This may be a solicitor or another person you choose.)

Bearing in mind the importance of maintaining an informal atmosphere, legal representation will not usually be necessary, although parents are free to have such representation if they wish.

Please note that if you do appoint a representative or seek independent advice you will be responsible for any costs involved.

**IT IS STRONGLY RECOMMENDED THAT YOU ATTEND** but, if for some reason you are unable to do so, the Appeal Panel can decide the appeal in your absence on the basis of any written information you may have sent beforehand. **It is therefore important to you to give as much information as possible when completing this form.**

7. The name of my representative is (please use capital letters)

Surname .....

Forenames or initials ..... Status.....

Representatives address

.....

.....

.....

Daytime Telephone No: .....

The Executive Director of Children's Services will have explained to you the reasons why the local authority has been unable to offer your child a place at your preferred school. You now need to give your reasons and explain why you think the Appeal Panel should agree to your child being allocated a place in your preferred school. You should give your reasons in the space below. Alternatively you may wish to provide your reason in a letter and submit it with this form.

## **Section 8**

### **Statement of case**

#### **How do I make my case to the Appeal Panel?**

Members of the Appeal Panel will receive a copy of your appeal along with copies of anything you send to support your case. In this way the Appeal Panel will know why you are appealing.

You may wish to consider the following points.

- The Appeal Panel will know nothing about your particular circumstances. It is up to you to put forward all your points now, even though you may have covered them before with the Executive Director of Children's Services.
- It is important that you should include all your reasons for appeal in your written statement.
- If you enclose original documents with this appeal notice and you would like them back, please inform Linda Papaioannou (contact details below). The documents will be copied and returned to you.

Please write your statement below

Signed ..... Date .....

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