

**Appeal Form – Secondary Intake 2024**

**Details of Child** (Please complete in block capitals)

**Surname**

**Forenames**

**Date of Birth**

**Male/Female - Please delete**

**Address (including postcode)**

**Parent's Name**

**Tel No.**

**Email address**

**Name of School where you are appealing for a place:**

**Note: you cannot appeal for a place at a school unless you have applied and been refused.**

**Do you require an interpreter?**

**If so which language?**

**Yes/No - Please delete**

**Language -**

**Please tell us as fully as possible the reasons for your appeal: (Please continue on a separate page if necessary).**

If you have any documents in support of your appeal, you should send them with your form. Only information that you have submitted can be considered by an Appeal Panel. The types of documents you may wish to send could include doctor's notes, letters from solicitors, letters or reports from a social worker or other professionals, information from a previous school and so on. If you do send documents, please mark the envelope "Private and Confidential".

**(Please sign the declaration on the back of this form before returning)**

**Declaration**

The information provided on this form will be processed in accordance with the Local Authority's School Admissions and Appeals Service Privacy Notice. Information will be treated as confidential and will be used only for the purpose of arranging and hearing your child's appeal against the refusal of a school place in accordance with the School Admissions Code and School Admission Appeals Code.

The Privacy Notice is in line with our duties as set out in the Data Protection Act 2018 and GDPR. The legislation gives rights to those individuals whose data is held.

These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer – [gdprqueries@wigan.gov.uk](mailto:gdprqueries@wigan.gov.uk)
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, your appeal can't be heard).
- The right to request the Local Authority to correct or amend any incorrect information.
- The right to know who the data may be shared with.
- The right to know how long the data can be held before it is destroyed.

A copy of the full Privacy Notice is available by visiting [www.wigan.gov.uk](http://www.wigan.gov.uk)

By signing this declaration, you are declaring that you have read and understood the terms of the notice.

<b>Signed:</b>	<b>Date:</b>
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**The completed form should be returned by the 15<sup>th</sup> April 2024: -  
Wigan Council, School Organisation Team, People Directorate  
Wigan Council, PO Box 100, WN1 3DS**

**Appeals for The Deanery Church of England High School & Sixth Form College should be returned directly to the school.**