# **Secondary School Appeal - Appeal Form**

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| **Details of Child** |  |
| Child’s first name: | Child’s surname: |
| Date of birth: | Gender: |
| Current address: |  |
| Current School: | Year group: |

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| **Parent/Carer Details** |
| Title: Mr / Mrs / Miss / Dr / Other |
| Name: |
| Contact number: |
| Email address: |

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| **Appeal Details** |
| Name of school appealing for: |
| Do you require an interpreter? YES / NO  If yes, which language? |
| Please tell us as fully as possible the reasons for your appeal (Please continue on a separate page if necessary): |

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| If you have any documents in support of your appeal, you should send them with your appeal 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. If you send documents, please mark the envelope ‘Private and Confidential’.  Any additional evidence you wish to submit in support of your appeal must be sent to the clerk at least 5 working days before the hearing. Any evidence not submitted by this deadline may not be considered by the independent appeal panel. |

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| **Declaration** |
| The information provided on this form will be processed in accordance with the Local Aurthority’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 2021 and School Admissions Appeal Code 2022.  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 – [dataprotectionofficer@wigan.gov.uk](mailto:dataprotectionofficer@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. |
| Name of Applicant: |
| Signature:  Date: |
| Have you had any assistance in completing this form? YES / NO  If yes, please state from whom: |

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| **The completed appeal form should be returned as soon as possible to:**  **School Organisation Team, Wigan Council, PO Box 100, WN1 3DS** |