**SACRED HEART OF MARY GIRLS' SCHOOL**

**UPMINSTER**

**APPEAL AGAINST THE ADMISSION AUTHORITY’S DECISION**

**TO BE COMPLETED BY THE PARENT/CARER**

Child's First Name(s): ............................................... Surname: ..........................................................

Date of Birth: .......................

Home Address: .....................................................................................................................................

Telephone Nos: Home ................................ Mobile …………………… Work .................................

E-mail Address: ……………………………………………………………………………………

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**PARENT'S/CARER’S STATEMENT**

I wish to appeal against the decision not to offer my daughter a place at the Sacred Heart of Mary Girls' School (continuation sheet(s) may be attached):

[Continued]

At present Appeal Hearings will take place within a specified timescale dependent upon the date your appeal is received and will be based on a consideration of the documentation presented by both the School representatives and by the appellant. If you so wish, you can opt to appear before the Panel via Zoom to present your case in person as well as through written evidence and or to question representatives of the School regarding their oversubscription statement.

Please tick the box below if you wish to present your case in person via Zoom

It is requested that any additional documentation after your appeal is lodged is submitted by a date specified in the hearing notice letter.

Signature of Parent/Carer ........................................................... Date .......................................

Name of Parent/Carer …………………………………………………

Please send this form to the Clerk to the Independent Appeal Panel: Admissions c/o Sacred Heart of Mary Girls' School, St. Mary's Lane, Upminster, Essex RM14 2QR. Please enclose a stamped addressed envelope with your appeal papers if you would like receipt of the appeal to be acknowledged.

However, **it would be** **preferable** if the **form and supporting documentation are sent electronically** **before the closing date** to the Clerk to the Independent Appeal Panel: Admissions **using the e-mail address** [**blefevre@mary.havering.sch.uk**](mailto:blefevre@mary.havering.sch.uk)