

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:

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]

The Appeal Hearings will take place on Tuesday, 7 May, 2024 and they 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 to question representatives of the School regarding their oversubscription statement at a separate session.

The School's oversubscription case will be presented to all appellants at the start of the day and it is important that you attend both this session and your individual hearing later in the day if you do not wish your appeal to be heard on the basis of paperwork alone. Individual hearings will take place during the course of the day and you will be informed of the precise timings once the closing date for the submission of appeals is reached.

Please tick the box below if you wish to present your case in person via Zoom **and** to confirm that you will be available to attend the session at which the School will present its oversubscription case as well as your individual hearing at their allocated times on Tuesday, 7 May, 2024 (you should be aware that precise timings cannot be guaranteed).

It is requested that **any additional appeal documentation** you wish to be considered after the closing date is **received by Tuesday, 30 April, 2024 at the latest**.

Signature of Parent/Carer Date

Name of Parent/Carer

Please send this form by **Monday, 15 April, 2024 at 4.00 p.m. at the latest** 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 your only option is to deliver the paperwork by hand or by post and 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