

Appeal form for parents/carers seeking to appeal for a place at Islamia Primary School

NOTICE OF APPEAL FORM

Send completed appeal form and any attachments to: appeals.mec@gmail.com

Or, by post to: Sharon Hall, Independent Clerk, MEC Ltd, 1 Beamway, Dagenham, Essex RM10 8XR

If you are appealing for two or more children each child must have a separate form

Child's first name:	Child's last name:	
Date of birth:	Boy/Girl:	
Parent/carer's first name:	Parent/carer's last name:	
Parent/carer's address for correspondence to be sent to (include your post code):		
Parent/carer telephone contact number[s] Day time:	Parent/carer telephone contact number[s] Evening time:	
Parent/carer e-mail address:		
Please confirm that you would like to receive correspondence regarding the appeal hearing, including the appeal decision letter by email:		
YES/NO (please delete as appropriate)		
Name of school that you are appealing for:	Which year group are you appealing for:	
<i>Please give the details of any brothers or sisters already attending this school:</i>		
Name of sibling (already attending the school):	Sibling date of birth:	Sibling Year group:

Representation – please indicate YES only in those boxes that apply to your case

I/We will be attending the appeal to make oral representations (<i>written grounds still required</i>)	
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I/We are submitting these written representations only and will not be attending the appeal	
I/We have asked a representative to present the case on my/our behalf If YES please fill in details below	
I/We will be present to accompany our representative	
I/We are agreeable to receiving less than 10 school days' notice of the date of the appeal hearing (may be possible on occasions)	
Name, address and status of your representative (if applicable)	
Are there any special requirements you or your representative have which we need to be aware of?	

You must complete the following section.

Please set out the grounds and reasons for your appeal *(if there is not enough space please use additional sheets of A4 size paper, and number the foot of each page please).*

Signed by **Date**.....

