

POOLE GRAMMAR SCHOOL
IN-YEAR ADMISSIONS APPEAL FORM (for entry in Year 7, 8, 9 10 or 11)

Please complete this form in block capitals either typed or using black ink.

Please see page 5 for advice on completing this form. Before completion, you are advised to read the Parent Information on school admission appeals for years 3-13 available on the BCP Council website. This gives further information about the appeals process.

Please provide the following information in full, stating "not applicable" where appropriate. The decision of the Appeal Panel will be based on the facts, information and supporting evidence provided at the time of the appeal. False information will invalidate your appeal.

Child's name:

SURNAME	FORENAMES
DATE OF BIRTH	
NAME OF PRESENT SCHOOL	
CURRENT ACADEMIC YEAR	
DESIRED ENTRY DATE	

Child's permanent residential address:

POSTCODE	

Child's entrance test results:

	Test Score
Verbal Reasoning	
Maths	
English	
Overall Total	
Standard Entry Score 2020	116.5

Please tick as appropriate

I / We are appealing for a place (a) now (b) in September (c) other

Have you had an appeal heard in the last year? Yes No

My name is: Mr / Mrs / Miss / Ms / Dr (delete as appropriate)

SURNAME	FORENAMES
RELATIONSHIP TO CHILD	

My permanent residential address is:

POSTCODE	
TELEPHONE NUMBER (HOME)	
TELEPHONE NUMBER (MOBILE)	
TELEPHONE NUMBER (DAYTIME)	
EMAIL ADDRESS*	

**The School and Panel Clerk will communicate by email wherever possible.*

Is the child looked after or previously looked after by the Local Authority? **YES / NO**

Are there other children in the immediate family? **YES / NO**

If 'YES' please provide details of the other children in the immediate family:

Name(s)	Date of Birth	School(s) attended/attending

Grounds for appeal:

Please set out clearly and fully all your reasons for your appeal and all the grounds upon which your appeal is based.

If you have evidence that you want to use to support your appeal, it is your responsibility to obtain and attach it to this form.

If necessary please continue on a separate sheet and attach to this form.

I am content to rely on the short indicative summary of grounds for appeal as above and have no additional supporting paperwork	YES / NO*
Further supporting paperwork is attached^	YES / NO*
Further supporting paperwork to follow by email / by post / by hand^ (recommended by 4pm on 1 st April 2021 to Poole Grammar School to ensure it is in the appeal pack considered by the Appeal Panel)	YES / NO*
I will be attending the Stage 1 hearing NOT APPLICABLE DUE TO CURRENT COVID-19 RESTRICTIONS	YES / NO*
I will be attending the Stage 2 hearing NOT APPLICABLE DUE TO CURRENT COVID-19 RESTRICTIONS	YES / NO*
I will need an interpreter or signer at the Appeal Hearing NOT APPLICABLE DUE TO CURRENT COVID-19 RESTRICTIONS	YES / NO*
I require special arrangements for the Appeal Hearing NOT APPLICABLE DUE TO CURRENT COVID-19 RESTRICTIONS	YES / NO*
I wish to put my case to the Appeal Panel myself NOT APPLICABLE DUE TO CURRENT COVID-19 RESTRICTIONS	YES / NO*
I wish my representative to put my case to the Appeal Panel [§] NOT APPLICABLE DUE TO CURRENT COVID-19 RESTRICTIONS	YES / NO*
I wish my appeal to be decided by the Appeal Panel and that the submission they will receive from me will be solely via a written representation that I will submit in advance. DUE TO THE CORONAVIRUS PANDEMIC THIS IS THE ONLY WAY THAT APPEALS ARE BEING CURRENTLY HEARD	YES / NO*

*Delete as appropriate

^If 'YES' provide details below

§If 'YES' provide the name of the person representing you below

Please give details of any attachments:

Name(s) of those attending to submit my case (if applicable):

SURNAME	FORENAMES OR INITIALS	RELATIONSHIP TO PARENT/CARER~

~Please indicate the relationship to you of the person(s) presenting your case for example, your parent, another relative or a family friend, as this will help the Appeal Panel & Clerk

If you do not appear on the day of the appeal hearing then your appeal will proceed on the basis of any written submissions only. **NOT APPLICABLE – ALL APPEALS ARE CURRENTLY BY WRITTEN SUBMISSION ONLY DUE TO THE CORONAVIRUS PANDEMIC**

General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018 - We process your personal information in accordance with GDPR and Data Protection Act 2018. If you would like to know how we use your information, please see our Privacy Notice on the Council's [Privacy policy](#) link.

In accordance with the DPA 2018 we are required to keep the information we hold about you up to date and accurate. By signing this form you are confirming the information is correct.

SIGNED	
PRINT NAME	
DATE	

Advice on completion and processing of this form

NOTE: If you are completing the form on an Apple Mac, please do not complete it in Preview Mode as it will not save correctly.

- Before completing this form you are advised to read the arrangements relating to Poole Grammar School Admissions Appeals Panel, documented '**Notes of Guidance for Parents (Annex C)**'. This provides specific information about the policy, procedure and arrangements for formal appeals at Poole Grammar School. There is also additional information regarding the admission appeals process on the BCP Council website. Please visit www.bcpCouncil.gov.uk/schoolappeals.
- Please submit this completed form by email to Ms Jeni Notley (PA to the Headteacher) at notleyj@poolegrammar.com or call 01202 692132. **Please save your document as <Your child's name>PGSAppeal.pdf** and attach to the email with <Your child's name> in-year appeal 2020-21 in the subject header and send to Ms Jeni Notley at notleyj@poolegrammar.com. If the email attachment is 10MB or larger it will not be received by the school's email system. If this is the case, print out a copy of the form and any supporting documentation and send by post to:

F.A.O. Ms Jeni Notley,
Admissions Appeals
Poole Grammar School
Gravel Hill
POOLE
BH17 9JU

- You will be informed of the final date for submitting paperwork in support of your case will in an acknowledgement letter from Poole Grammar School or in a letter advising you of the date of the appeal from Democratic Services at BCP Council. Any documents delivered after the stated deadline may not be considered.
- **Please put your child's name on all papers submitted and insert page numbers into accompanying documents if possible for example 1/10 following this appeal form.**
- If you wish to send in any documents in support of your case and you would like them returned to you, please state this clearly otherwise they will be retained by the Clerk and eventually destroyed.
- Please be advised that in order to be fair and remain impartial, we are unable to discuss details of individual cases. If you require any information or clarification regarding the Appeals process please contact Ms Jeni Notley at Poole Grammar School or the Appeals Department at BCP Council Democratic Services.
- The date and time of the Appeal Hearing will be confirmed in writing to you by Democratic Services at BCP Council in due course.