



POOLE GRAMMAR SCHOOL

IN-YEAR ADMISSIONS APPEAL FORM (years 7-11)

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

Please see page 4 for advice on completing this form.

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
Non-verbal Reasoning	
Maths	
English	
Overall Total	
Standard Entry Score	116.5

My name is: Mr/Mrs/Miss/Ms/Dr

SURNAME	FORENAMES
RELATIONSHIP TO CHILD	

My permanent residential address is:

POSTCODE	
TEL NUMBER (HOME)	
TEL NUMBER (MOBILE)	
TEL NUMBER (DAY)	
EMAIL ADDRESS*	

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

Grounds for appeal:

The reasons for wishing my child to attend Poole Grammar School and the grounds on which my appeal is based are as follows:

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

(Please delete or cross out those statements which do not apply)

- Further supporting paperwork is attached.
- Further supporting paperwork to follow by email / by post / by hand by the deadline advised by Poole Grammar School
- I am content to rely on the short indicative summary of grounds for appeal as above
- I will be attending the Stage 1 hearing **YES/NO****
- I will be attending the Stage 2 hearing **YES/NO****
- **I will need an interpreter or signer at the Appeal Hearing** **YES/NO****
- **I require special arrangements for the Appeal Hearing** **YES/NO****
- ****Delete which does not apply and provide details below**

Please give details:

.....

- I wish to put my case to the Appeal Panel myself **YES/NO****
- I wish my representative to put my case to the Appeal Panel **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 written representations that I will submit in advance **YES/NO****

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

SURNAME	FORENAMES OR INITIALS	RELATIONSHIP

Please indicate the relationship of those person(s) presenting your case – for example, parents, other relatives or, for instance, a friend of the family, as this will aid the preparation of the panel and 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.

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.
- Where possible please submit this completed form by email to Mrs Claire Collins (PA to the Headteacher) at collinsc@poolegrammar.com or call 01202 692132 extension 271. **Please save your document to (your Child's name)PGSAppeal.pdf** and attach to the email with your Child's name and Appeal in the subject header and send to Mrs Collins at collinsc@poolegrammar.com. The postal address: F.A.O Mrs Claire Collins, Admissions Appeals, Poole Grammar School, Gravel Hill, Poole, Dorset, BH17 9JU.
- The final date for submitting paperwork in support of your case will be advised with the acknowledgement of receipt of the appeal (if known) or in the letter advising you of the date of the appeal. Any documents delivered after the 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 1/20.**
- If you wish to send in any documents in support of your case, and you would like us to return them, 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 Mrs Claire Collins or Democratic Services at the Borough of Poole.
- The date, time and location of the Appeal Hearing will be confirmed in writing to you by Democratic Services at the Borough of Poole.

DATA PROTECTION ACT 1998

This information is being collected for the purpose of administering the admissions process, but may be used for the wider purpose(s) of the provision of education services. The Council may hold the information that you provide in both computerised and manual record systems. The information you provide may also be disclosed to any of the following: all of the Admission Authorities in Bournemouth as well as any other relevant LAs and their Admission Authorities; other internal directorates; health care; education establishments; the DfE; the diocesan boards; courts and tribunals. Information will be held and used in compliance with the Data Protection Act 1998. You are able to see a copy of the information held about you on application to the Council's Data Protection Officer. For further information about access please ask for a copy of the Council's leaflet 'Access to your personal information'.