

**LADY MARGARET SCHOOL**  
Parson's Green • London SW6 4UN  
Tel: 0207 736 7138  
Email: admin@ladymargaret.lbhf.sch.uk

**APPEAL AGAINST ADMISSION DECISION – APRIL 2018**

(Please complete in BLOCK CAPITALS)

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

Address: .....

.....Child's date of birth: .....

Telephone no. (day):.....Telephone no. (evening):.....

Parent/Guardian Email address(es): .....

School allocated to child by Local Authority.....

**I wish to appeal against the decision not to offer my child a place on the following grounds  
(continue on separate sheet if necessary):**

**(SEE IMPORTANT NOTES OVER THE PAGE ➔)**

I wish to present my appeal in person  Yes  No

**OR**

I wish the Panel to consider my appeal in my absence on the written evidence submitted  Yes

No

**Please ensure supporting information/documentary evidence is provided with this form if  
you are appealing on medical or social grounds**

Signature of Parent/Guardian: .....Date: .....

**Once completed, please send the form to Bathsheba Mall, Clerk to the Independent Appeals Panel, Governance and Scrutiny, Room 203, Hammersmith Town Hall, King Street, London W6 9JU.**

### **IMPORTANT INFORMATION**

- Please complete the form overleaf and continue on additional sheets if required.
- Any documents that will form part of your appeal should be submitted with your appeal form by the deadline date, 20<sup>th</sup> April 2018. **Supporting information/documentary evidence should be provided if you are appealing on medical or social grounds.**
- On receipt of your appeal form the Clerk to the Appeals Panel will advise you in writing of the date and time of your appeal. **Any outstanding documents in support of your appeal should be submitted as early as possible, and at least 6 school days, before your appeal date. They will be copied and distributed to Panel members and the school's representative who will read the documents in advance of the hearing.** If such documentary information is presented only at the time of your appeal and covers substantial new issues, an adjournment of the hearing might be necessary.
- Parents/Guardians are encouraged to attend the appeal hearing, but if you are unable to do so the Appeals Panel can hear the appeal in your absence based on the information detailed in your appeal form and any supporting documents submitted. If you are unable to attend please advise the Clerk to the Appeals Panel.
- Parents/Guardians can, if they wish, bring a friend to the appeal. If you intend to be accompanied by a friend, adviser, or legal representative, you should let the Clerk to the Appeals Panel in advance of your appeal hearing to ensure that we have adequate accommodation.
- The Appeals Panel will not make a decision on your appeal until both you and the school's representatives have left the hearing. This is to allow them time and space to deliberate. The Clerk to the Appeals Panel will send the written decision as soon as possible after the Panel has made its decision.

**Please note:**

**Once the Panel has reached its decision on an appeal it will not be possible for the decision to be reversed if additional information/documents are submitted by a Parent/Guardian at a later date.**