**The Spring Partnership Trust**

**PRIMARY ADMISSIONS APPEAL FORM**

Please complete this form if you wish to appeal against the decision of The Spring Partnership Trust not to offer your child a place at St Mary Cray Primary Academy.

Before completing this form, please ensure that you have received written/emailed notification from the Local Authority that your child has not been offered a place at St Mary Cray Primary Academy.

**Please note appeals for reception to year 2 will be considered under the infant class size legislation.**

|  |  |  |  |
| --- | --- | --- | --- |
| Year Group | | | |
|  | | | |
| **Child’s details** | | | |
| Your Child’s first name: |  | Surname: |  |
| Date of birth: |  | Gender (male or female): |  |
| Address: |  | | |
| Postcode: |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your details** | | | | |
| Your full name: | |  | | |
| Your relationship to the child:  (e.g. parent/legal guardian) | |  | | |
| Telephone number: | Day: | | Evening: |
| Email address: |  | | |

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| --- |
| In the box below, please give your **reasons for appealing** against the decision not to offer your child a place, giving as much information as possible to explain your case. Please continue a separate sheet if necessary. |
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| --- | --- |
| **Appeal hearing** | |
| I will be attending the appeal hearing | (If you cannot attend, the appeal will be heard in your absence) |
| I will bring a friend/relative |  |
| If you plan to attend the hearing, please indicate any dates or times of day when you would be unavailable: | |
| You have a statutory right to 10 school days’ notice of the appeal hearing date, but this can be waived. This may enable us to hear your appeal more quickly.  I agree to waive the right to 10 school days’ notice of the hearing date \*Yes/No  ***\*Delete as appropriate*** | |
| Do you need an interpreter to attend the hearing? | If yes, please state the language required: |

|  |  |  |
| --- | --- | --- |
| Signed: |  | Date: |

Please return this completed form to:

St Mary Cray Primary Academy

High Street

St Mary Cray

Orpington BR5 4AR

[admin@st-marycray.bromley.sch.uk](mailto:admin@leesons.bromley.sch.uk)