

NOTICE OF APPEAL FORM

Read the accompanying Notes of Guidance.
Use block capitals on this side of the form and black ink throughout.

You should appeal within 30 school days of lodging the appeal.

It is recommended that you keep a copy of the appeal form as **WE ARE NOT RESPONSIBLE FOR FORMS LOST IN THE POST.**



PHILIP MORANT
SCHOOL & COLLEGE

Send the completed and signed form to:

The Philip Morant School and College
Rembrandt Way
Colchester
Essex
CO3 4QS

I wish to appeal against the decision not to provide education for my child at the Philip Morant School and College.

Child's name (Full Name)

Date of birth :

Boy

Girl

SCHOOL YOU WANT YOUR CHILD TO ATTEND: *(See note 1)*

Please state the term in which you wish your child to start school. *(See note 2 in appendix 1)*
OR Academic Year

Autumn 20__

Spring 20__

Summer 20__

Academic Year
20__/20__

Parent's/ Carer's names

Home address *(See Note 3 in appendix 1)*

Post Code

Telephone Numbers

Home

Work/Mobile

		(see Note 4)	
1	I / We* wish to attend the appeal to make oral representations (written grounds still required)	Yes	No
2	I / We* wish to submit written representation only	Yes	No
3 3a	I / We* wish my / our representative to put the case to the Appeal Panel He / she* is representing me / us* in a legal capacity	Yes Yes	No No

Representative's name (if applicable)

Representative's address:

Post Code:

Telephone Numbers

Home:

Work/Mobile :

4	I / We* will accompany my / our representative at the hearing	Yes	No
5	I / We* agree to less than 10 school days notice of the appeal hearing (if applicable)	Yes	No
6	Will you require the services of an interpreter at this appeal	Language :	
7	Please note here any special needs of which we should be aware		

YOU MUST COMPLETE THIS SECTION

Failure to do so will result in your form being returned to you.

GROUNDS of APPEAL (See note 5 in appendix 1)

If there is not enough space on this sheet please continue on additional sheets(s) concluding with your signature and date. Please ensure additional paperwork is on A4 size paper.