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| Appeal Form – Secondary Intake 2021 |

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| Details of Child (Please complete in block capitals) | | | |
| Surname |  | Forenames |  |

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| Date of Birth |  | Male/Female - Please delete |  |

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| Address (including postcode) | | |
| Parent’s Name |  | **Tel No.** |
| Email address - this is required if you select to have your appeal heard via video conference. | | |
| **Name of School where you are appealing for a place:**  **Note: you cannot appeal for a place at a school unless you have applied and been refused.** | |  |
| **Do you require an interpreter?**  **If so which language?** | | Yes/No - Please delete **Language -** |

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| **Please tell us as fully as possible the reasons for your appeal: (Please continue on a separate page if necessary).** |
| If you have any documents in support of your appeal, you should send them with your form. Only information that you have submitted can be considered by an Appeal Panel. The types of documents you may wish to send could include doctor’s notes, letters from solicitors, letters or reports from a social worker or other professionals, information from a previous school and so on. If you do send documents, please mark the envelope “Private and Confidential”.  **(Please sign the declaration on the back of this form before returning)** |

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| **The appeal hearing**  Due to the ongoing Coronavirus (Covid-19) pandemic new regulations have come in to force to allow the appeals process to continue during the period of social distancing in a fair and transparent manner.  In line with continued social distancing measures, the regulations remove the requirement for appeals panels to be held in person and instead give flexibility for panel hearings to take place either by video conference, telephone or through a paper-based appeal where all parties can make representations in writing.  Appeals will be considered equally regardless of which option you choose and the appeal panel will make no judgement on how a parent elects for their appeal to be heard.  Please select from the options below how you would like your appeal to be considered. Please tick **one** box only, either (a), (b) or (c), whichever applies.  If you select one of the options for a remote hearing please provide the contact email address and telephone number on this form that you would like us to use for your remote hearing - **this is mandatory if you are not requesting a paper-based appeal. Please note, if this information isn’t provided it is likely that your appeal will be heard in your absence.** | |
| (a) I would prefer my appeal to be heard via video conference  (Appeals will take place on the Microsoft Teams platform allowing you to see the panel and be seen. Microsoft Teams is free to download on iOS and Android and can also be viewed in a web browser. Should you choose this method an instruction booklet will be sent to you with your appointment letter and a web link sent two working days before the appeal hearing. **An email address is required for this method**) |  |
| (b) I would prefer my appeal to be heard via telephone conference call  (A telephone number and unique conference ID will be sent to you two working days before the appeal hearing. You can dial in from any phone. This method allows you to be able to hear and be heard. **A telephone number is required for this method)** |  |
| (c) I would prefer a paper-based appeal  (Information from the school will be sent to you. If you have any questions or wish to provide additional information for the panel, you will need to provide this by the deadline in your appointment letter – anything provided after this date may not be accepted by the panel hearing your appeal) |  |
| **Declaration**  The information provided on this form will be processed in accordance with the Local Authority’s School Admissions and Appeals Service Privacy Notice. Information will be treated as confidential and will be used only for the purpose of arranging and hearing your child’s appeal against the refusal of a school place in accordance with the School Admissions Code 2014 and School Admissions Appeal Code 2012.  The Privacy Notice is in line with our duties as set out in the Data Protection Act 2018 and GDPR. The legislation gives rights to those individuals whose data is held.  These include:  • The right to request access to the data that is being held by contacting the Council Data  Protection Officer – gdprqueries@wigan.gov.uk  • The right to request the reason why the data is being held and what it is being used for.  • The right to request data to be removed (although without the information, your appeal can’t be heard).  • The right to request the Local Authority to correct or amend any incorrect information.  • The right to know who the data may be shared with.  • The right to know how long the data can be held before it is destroyed.  A copy of the full Privacy Notice is available by visiting [www.wigan.gov.uk](http://www.wigan.gov.uk)  By signing this declaration, you are declaring that you have read and understood the terms of the notice. | |
| **Signed:** | **Date:** |

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**The completed form should be returned by the 30th March 2021: -**

## Wigan Council, School Organisation Team, People Directorate

## Wigan Council, PO Box 100, WN1 3DS

**Appeals for The Deanery Church of England High School & Sixth Form College should be returned directly to the school.**