

**ADMISSION TO PRIMARY, INFANT OR JUNIOR SCHOOL  
SEPTEMBER 2017 ENTRY**

**REQUEST FOR AN ADMISSION APPEAL  
FOR MEDWAY PRIMARY/INFANT/JUNIOR SCHOOLS AND ACADEMIES**

**COMPLETED FORMS MUST BE RETURNED TO THE RELEVANT ADMISSIONS AUTHORITY  
WITHIN 20 SCHOOL DAYS OF THE DATE OF THE LETTER**

**IMPORTANT: Please ensure you have read the 'Next Steps for Parents/Carers'  
information leaflet before completing this form.**

Please complete this form in block capitals

<b>School Being Appealed For</b>			
<b>Child's Name</b>			<b>Boy / Girl</b> (please delete)
<b>Date of Birth</b>		<b>Application Reference Number</b> (as shown on your offer email/letter)	
<b>Home Address</b>			
	<b>Post Code:</b>		
<b>Parent/Carer Name(s)</b>	<b>Title: Mr / Mrs / Miss / Ms / other</b> _____ please delete		
<b>Telephone Number</b>			
<b>E-mail</b>			
<b>Child's Current School</b>			
	(for junior school appeals only)		
<b>School Offered</b>			

**IMPORTANT:**

- Use this form to request an appeal for a Community or Voluntary Controlled School for whom Medway Council is the admissions authority.**  
Once completed please return this form to Student Services-Admissions Team, Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR.  
*Please refer to page 9 of the 'Next Steps for Parents/Carers' for details.*
- This form should be used to request an appeal at certain named Academies, Foundation or Voluntary aided schools that are their own admissions authority.**  
The forms must be returned to the Clerk to the Appeal Panel at the relevant school.  
*Please refer to pages 9, 10 & 11 of the 'Next Steps for Parent/Carers' for details.*

(Please turn over)

**Please state clearly your reasons for appeal.**

Please continue on a separate sheet if you wish.

**Please note:**

- Appeals requests received after the stated date may not be heard at the same time as all other appeals submitted for the school, but will be arranged for a later date
- If you make an appeal your child's name will automatically go on the waiting list for the school.
- Additional/supporting information and evidence may be attached in support of your appeal.

<b>Signed</b>	
<b>Name</b> (please print)	
<b>Date</b>	

**IMPORTANT:**

**Please refer to pages 9, 10 and 11 of the 'Next Steps for Parents/Carers' for details of who and where to return the completed form**