

**ADMISSION TO MEDWAY SCHOOL / ACADEMY
CASUAL (IN-YEAR ADMISSION)**

REQUEST FOR AN ADMISSION APPEAL

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

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

Please complete this form in block capitals

Child's Name			(Boy/Girl) please delete
Date of Birth		PID Number as shown on your offer letter	
Home Address			
	Post Code:		
E-mail			
Parent/Carer Name(s)	Title: Mr / Mrs / Miss / Ms / other _____ please delete		
Telephone Number			
Child's Current School			
School Offered			
School Being Appealed For			

IMPORTANT:

- **If you are appealing for a Community or Voluntary Controlled School for whom Medway Council is the admissions authority.** Please refer to the 'Next Steps for Parents/carers' for details of the relevant schools
The form, once completed, must be returned to Student Services-Operations, Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR.
- **If you are appealing for Academies, Foundation or Voluntary aided schools that are their own admissions authority.** Please refer to the 'Next Steps for Parents/carers' for details of the relevant schools
The form, once completed, must be returned to the Clerk to the Appeal Panel at the school.

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
- Additional/supporting information and evidence may be attached in support of your appeal.

Signed	
Name (please print)	
Date	

**Completed forms must be returned to the relevant admissions authority
within 20 school days of the date of the letter**

**IMPORTANT:
Please refer to the 'Next Steps for Parents/Carers' for more information on the appeal
process and details of where you need to submit the form**