

# IN-YEAR ADMISSION TO A MEDWAY SCHOOL

## REQUEST FOR AN ADMISSION APPEAL

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| **IMPORTANT:**  Please read the information at [www.medway.gov.uk/inyearadmissions](http://www.medway.gov.uk/inyearadmissions) before submitting this form.  Completed forms must be returned to the relevant admissions authority within 20 school days of your application outcome letter**.**  If you are appealing for a community or voluntary controlled school, please return your form to School Admissions & Transport, Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR  Appeals for any other Medway school should be returned directly to the school.  Please refer to the ‘appeals’ section at [www.medway.gov.uk/inyearadmissions](http://www.medway.gov.uk/inyearadmissions) for a full list of where to return this form to.  If you have any queries, please contact [casualadmissions@medway.gov.uk](mailto:casualadmissions@medway.gov.uk) . |

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| School Being Appealed For |  |
|  |  |
| Child ID |  |
| Child’s Name |  |
| Gender |  |
| Date of Birth |  |
| Home Address |  |
| Parent/Carer Name |  |
| Telephone Number |  |
| E-mail address |  |
| Child’s Current School |  |
| School Offered |  |

(Please turn over)

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| **Please state clearly your reasons for appeal.**  Please continue on a separate sheet if you wish. |

**Please note:** Additional/supporting information and evidence may be attached in support of your appeal.

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| Signed |  |
| Name |  |
| Date |  |