



Runnymede St Edward's Catholic Primary School

North Drive, Sandfield Park, Liverpool L12 1LE

Telephone: 0151 281 2300

Email: admissions@runnymede-school.org.uk

1. Please ensure that you read the **Admission Appeals Guide** (available on school website) before completing this form. The guide gives you important information about the appeals process and about the supporting paperwork you should send with your appeal form.
2. This form should only be completed once you have applied for a place at Runnymede St Edward's Catholic Primary School, and your application has been formally declined.
3. State clearly, in the box marked "Grounds for Appeal" why you disagree with the decision not to admit your child to the school. You may continue on a separate sheet or sheets.
4. Please make sure that all the documents that you wish to have considered by the Independent Appeal Panel are included in your application.
5. Please indicate whether or not you will be attending the hearing.
6. If your child has an Education, Health and Care Plan, the admission appeal procedure is not the appropriate course of action to follow. Parents whose children have an Education, Health and Care Plan, who do not agree with the decision regarding their child's education, have the right of appeal to the Special Educational Needs and Disability Tribunal. For further information please contact the Special Educational Needs & Disability Team. (Tel: 0151 225 6231).
7. Once completed your Appeal form should be returned to the address at the top of the page.

During the ongoing Covid-19 pandemic, all Appeal forms and supporting documents must be sent electronically, to the email address at the top of this page.

Runnymede St Edward's Catholic Primary School – Admission Appeal Form

Parent/Guardian name			
Address (including postcode)			
Contact telephone			
Contact email address			
Child's name		Date of birth	
Religion			
School attending			
School allocated			
Grounds for appeal (please continue on a separate sheet if necessary)			
Will you be attending the Appeal Hearing?	Yes	☐	No ☐
Do you have any written statements/letters in support of your appeal that you intend to refer to at the appeal hearing? (Please refer to Admission Appeals Guide booklet). If yes then copies of the documents should be included with this application.	Yes	☐	No ☐
Does your child have a current EHCP (Education Health Care Plan)?	Yes	☐	No ☐
Do you require an Interpreter?	Yes	☐	No ☐
If Yes, please state language (including dialect)			
Signed (Parent/Guardian)			
Date			