

HAVEN HIGH SCHOOL ADMISSION APPEAL FORM

This form should be completed if you wish to appeal against a decision where your child has been refused a place at Haven High Academy. Before sending this form, please retain a copy, along with copies of all supporting documentation you intend to submit. Once completed, please return by hand or recorded delivery to The Admissions Administrator:

Year Groups 7 and 8

Address: Tollfield Campus, Tollfield Road, Boston, Lincolnshire, PE21 9PN

Appeals Year Groups 9 - 11

Address: Marian Road Campus, Marian Road, Boston, Lincolnshire, PE21 9HB

Telephone: 01205 311979

Email: Enquiries@havenhigh.net

Once received, your request for an appeal hearing will be registered. Refer to the guide shared on the local authority website [Appeal a school place decision – Before you appeal - Lincolnshire County Council](#) or contact Haven High Academy should you require any assistance. Please contact the Academy if you require copies of any documentation (tel: 01205 311979).

If for more than one child, we advise you to submit all appeals at the same time and state the order in which you would like them heard. You must complete a separate form for each child.

Appeals will be heard within 40 school days of the deadline for block appeals, or 30 school days for in year appeals. Please inform the school your child has been allocated if you have a pending appeal and you do not wish to start until the result is known

Once returned you will receive a written acknowledgement of this form within 5 working days. If you do not receive this, please contact the Admissions Team on tel: 01205 311979.

PLEASE USE BLOCK LETTERS AND WRITE IN BLACK INK AS THIS FORM WILL BE PHOTOCOPIED. THE CLERK TO THE APPEALS AND MEMBERS OF THE APPEALS PANEL WILL RECEIVE COPIES; THEREFORE, PLEASE DO NOT INCLUDE ANY PROJECT/FILING WALLETS, USB STICKS, ETC. PLEASE KEEP SUPPORTING DOCUMENTATION TO A MAXIMUM OF 20 PAGES.

School you are appealing for:

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Name of child who is the subject of the appeal:

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Gender: Male Female Date of birth:

School child currently attends:

If your child has been offered a place at an alternative school, please tell us below:

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Contact details of person appealing on behalf of the child:

Full name:.....

Relationship to child:

Address:.....

.....Postcode.....

Home phone number:.....

Work phone number:.....

Mobile phone number:.....

Please note - If your telephone will not accept anonymous calls we will not be able to contact you by telephone regarding this appeal.

Email address:.....

Child's address if different:

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.....Postcode.....

If you are moving house, please give details of your new address below. If you are likely to change address between the date you send in your admission appeal form and the date you wish your child to start at the school, please read carefully the section ‘home address and changing address in the Parent Carer guide or the local authority website: [Appeal a school place decision – Before you appeal - Lincolnshire County Council](#)

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..... Postcode

Status of move:

- Tenancy agreement signed
- Exchanged contracts
- Moving in with partner or relatives
- Forces posting
- Other

(Please provide evidence for any of the above e.g. a copy of the exchange of contracts. This should be a photocopy)

Details of the move, including dates:.....

Other children living in the same household under 19 years of age:

Name	Date of birth	Current schools	Have you appealed before
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have appealed for a Lincolnshire school before, please give details including dates:

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You are legally entitled to ten school days notice of the date of your appeal. Sometimes we can hear an appeal more promptly if you agree to give up or “waive” this right.

- Do you waive your right to 10 school days notice? Yes No
- Have you received a letter refusing your child a place at this school? Yes No
- If yes, please attach a copy.
Or was this a verbal refusal? Yes No
- Will you be attending the appeal? Yes No

If you decide to attend the appeal please indicate any dates when you are not available to attend. We will try to avoid these dates when arranging the appeal. However, appeals for Year 7 intake are planned in advance and cannot be changed.

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Name and address of person accompanying you:

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Their relationship to the child:.....

If not attending, will anyone represent you at the appeal? Yes No

Name, address and organisation (if applicable) of the person representing you:

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Do you require an interpreter; there will be no charge for this service? Yes No

If yes which language? Please state dialect if relevant

Do you require the services of a signer, there will be no charge for this service? Yes No

Please state if you have any mobility issues so that suitable arrangements can be made.

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Reason for appeal

Please give the reasons why you want a place for your child at the school. Please attach securely, copies of any supporting documents e.g. medical certificates. The panel can consider anything that you feel is relevant, but may be restricted by the infant class size regulations when they make their decision (see [Appeal a school place decision – How to appeal - Lincolnshire County Council](#))

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Please continue on a separate sheet if necessary and securely attach to this form.
Any supporting information should be photocopies of the original where possible.

Please give contact details of any other person who has parental responsibility for the child.
Please give full name, address, telephone number and relationship to the child:

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Do you provide consent for us to contact this person? Yes No

Please note if you state no we may contact you for further details.

Declaration, please tick:

I declare that I am the parent of or have parental responsibility for the child who is the subject of this appeal.

Signed:

Date:

Data given on this form will be stored in paper format and on a secure computer system and will be used solely for the purpose of processing this school appeal. The information will be shared with schools, the School Admissions Team and the Legal Services Team for the purposes of arranging your appeal only. Haven High will meet its requirements under the Data Protection Act in processing your data.

Revised 18/09/2024