

**THE PRIORY ACADEMY LSST  
NOTICE OF ADMISSION APPEAL**

**IMPORTANT - If your child has an Educational Health Care Plan or a Statement of Special Educational Needs, and you wish to appeal against the decision not to offer him/her a place at your preferred school, it is not appropriate for you to complete this form. Your appeal will be heard by a Special Educational Needs and Disability Tribunal. You should contact your child's named officer in the Special Educational Needs Services Group as soon as possible.**

This form should be completed if you wish to appeal against a decision where your child has been refused a place at The Priory Academy LSST. 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, The Priory Academy LSST, Cross O' Cliff Hill, Lincoln LN5 8PW. Once received your request for an appeal hearing will be registered. Refer to the enclosed 'A Guide for Parents and Carers' when completing this form and/or contact the Priory Academy LSST should you require any assistance. Please contact the Academy if you require copies of any documentation Tel: 01522 889977.

**PLEASE USE BLOCK LETTERS AND WRITE IN BLACK INK AS THIS FORM WILL BE PHOTOCOPIED. THE CLERK TO THE APPEALS AND APPEALS PANEL MEMBERS WILL RECEIVE COPIES, THEREFORE PROJECT/FILING WALLETS ARE UNNECESSARY. PLEASE KEEP SUPPORTING DOCUMENTATION TO A MAXIMUM OF 20 PAGES.**

a) Appeal against the decision not to offer a place at The Priory Academy LSST to:

Full name of child who is the subject of the appeal: \_\_\_\_\_

**If you are appealing for a place for more than one child, a separate form will be required for each child.**

b) Gender:      Male          Female   

c) Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Year Group to which you are applying    \_\_\_\_

d) School/Academy your child currently attends: \_\_\_\_\_

e) If your child has been offered a place at an alternative school/academy, please state which:

\_\_\_\_\_

f) Other children in the family (under the age of 19):

Name	Date of birth	Current School/Academy
_____	___/___/___	_____
_____	___/___/___	_____
_____	___/___/___	_____

g) Have you received a letter from The Priory Academy LSST refusing your child a place? (if you have, please attach). Yes  No

h) It is in your best interests to attend the appeal. Please indicate if you are able to attend the appeal. Can Attend  Cannot Attend

i) If attending the hearing will anyone come with you? Yes  No

j) Name and address of your friend, supporter or representative:

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Your friend, supporter or representative's relationship to child (e.g. teacher, family, private tutor etc):

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k) Do you require the services of an interpreter at the appeal? Yes  No   
If so which language do you require? \_\_\_\_\_

l) Do you require the services of a signer at the appeal? Yes  No

m) You are legally entitled to 10 school days' notice of the date your appeal is to be heard. Do you agree to less than 10 school days' notice if necessary? Yes  No

n) Please indicate if an appeal has previously been heard for this child, or any of your other children, for a place at any Lincolnshire school. Yes  No

If so please provide details:

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**Declaration, please tick:**

I declare that the information contained in this Notice of Appeal is correct as at the date of writing, to the best of my knowledge.

I declare that I have parental responsibility for the child who is the subject of this appeal. (If there is any doubt, please contact the School Appeals Team)

**Name of Parent/Guardian:**

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**Relationship to child:**

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**Please give details of any other person who has parental responsibility for the child:**

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I declare that I have received, read and understood 'A Guide for Parents and Carers'

**FOR OFFICE USE ONLY – APPEAL RECEIVED :** \_\_\_\_\_

Full name (including title) and address of person(s) appealing on behalf of the child:

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Postcode: \_\_\_\_\_

Child's full postal address (if different from that given above)

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Postcode: \_\_\_\_\_

If you are moving house please give details of new address below.

**Important** - if you are likely to change address between the date you send in your Notice of Appeal and the date you wish your child to start at the Academy, please read carefully section 5.1 in the 'A Guide for Parents and Carers' entitled 'Change of Address

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Postcode: \_\_\_\_\_

Proposed moving date (if known): \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_  
(including STD code)

**If you have any concerns or questions about the appeal process please do not hesitate to contact the Academy Tel: 01522 889977**

**Revised November 2023**