

**NOTICE OF APPEAL FORM**

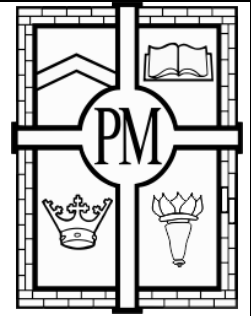
Read the accompanying Notes of Guidance.  
Use block capitals on this side of the form and black ink throughout.

You should appeal within 20 school days from the date of your offer/refusal letter.

It is recommended that you keep a copy of the appeal form as **WE ARE NOT RESPONSIBLE FOR FORMS LOST IN THE POST.**

Send the completed and signed form to:

**The Philip Morant School and College**  
**Rembrandt Way**  
**Colchester**  
**Essex**  
**CO3 4QS**



**I wish to appeal against the decision not to provide education for my child at the Philip Morant School and College.**

**Child's name** (Full Name)

**Date of birth :**

**Boy**

**Girl**

**SCHOOL YOU WANT YOUR CHILD TO ATTEND:** (See note 1)

**Please state the term in which you wish your child to start school.** (See note 2 in appendix 1)  
**OR Academic Year**

Autumn 20\_\_

Spring 20\_\_

Summer 20\_\_

Academic Year  
20\_\_/20\_\_

**Parent's/ Carer's names**

**Home address** (See Note 3 in appendix 1)

**Post Code**

**Telephone Numbers**

**Home**

**Work/Mobile**

		(see Note 4)	
1	I / We* wish to attend the appeal to make oral representations (written grounds still required)	Yes	No
2	I / We* wish to submit written representation only	Yes	No
3	I / We* wish my / our representative to put the case to the Appeal Panel	Yes	No
3a	He / she* is representing me / us* in a legal capacity	Yes	No
<b>Representative's name (if applicable)</b>			
<b>Representative's address:</b>			
			<b>Post Code:</b>
<b>Telephone Numbers</b>		<b>Home:</b>	<b>Work/Mobile :</b>
4	I / We* will accompany my / our representative at the hearing	Yes	No
5	I / We* agree to less than 10 school days notice of the appeal hearing (if applicable)	Yes	No
6	Will you require the services of an interpreter at this appeal	<b>Language :</b>	Yes No
7	Please note here any special needs of which we should be aware		

**YOU MUST COMPLETE THIS SECTION**

**Failure to do so will result in your form being returned to you.**

**GROUNDS of APPEAL (See note 5 in appendix 1)**

**If there is not enough space on this sheet please continue on additional sheets(s) concluding with your signature and date. Please ensure additional paperwork is on A4 size paper.**