

Appeal Against Admission Form for 2022 Entry for Year 7

If you decide to appeal against the refusal of a place at Wallington County Grammar School (WCGS), you may lodge an appeal anytime from 1st March 2022 (referred to as National Offer Day). Please complete this form and return it to the school with your supporting documentation. **You are asked to supply 5 copies of your form and 5 copies of your supporting documentation, collated into 5 separate packs.** We ask for 5 separate collated copies so that the Clerk to the Appeals Panel, each of the 3 Appeals Panel members and the Presenting Officer from the School each have one full copy.

Please send everything to: The Clerk to the Appeals Panel, c/o Wallington County Grammar School, Croydon Road, Wallington, Surrey, SM6 7PH. We would ask that where possible your form and supporting documentation are returned to the School by **Tuesday 29th March 2022** (which is 20 school days from National Offer Day). By doing so will allow Wallington County Grammar School to hear all of the Transfer to Secondary School lodged appeals on the same day in May/June 2022. Please make every effort to send all documents to support your appeal at the same time, remembering to retain one set for yourself.

The 5 collated packs of your appeal form and any supporting documentation should be **posted or hand delivered to the School** to ensure receipt. **The appeal form and any supporting documents cannot be accepted by email.**

Please clearly print all details:

Forename and Surname of Child:		Date of Birth (DD/MM/YY):	
Name of Father/Carer (Including salutation - eg. Mr)			
Name of Mother/Carer: (Including salutation - eg. Mrs)			
Your home address: Please state your telephone number: Please state your email address: 			
Please state the name of the School your child currently attends:			

<p>Was your child successful or unsuccessful in reaching the WCGS pass mark in the Selective Eligibility Test (SET)?</p>	<p>(Please circle one of the following)</p> <p>Successful / Unsuccessful / did not sit the SET</p>
<p>Grounds for Appeal:</p> <p>Please note that grounds for appeal should always be supported by significant, appropriate, professional evidence.</p> <p>Attachments:</p> <p>Please list any supporting documents you are providing with your completed form.</p> <p>Please ensure these documents are relevant to your case (so please do not provide documents such as reading, or sports or music achievement certificates that are not relevant to the Admissions Arrangements of the school. Please do not provide photos of your child or family, unless they are relevant to your case).</p> <p>If your son sat the Selective Eligibility Test (SET) and reached the school's pass mark, there is no need for you to provide supporting documentation regarding his academic ability.</p>	<p>Additional documents may be provided up to 7 days before your Appeal Hearing and still be considered, but it is preferable that all of your supporting documentation is provided with this completed form.</p> <p>-----</p>
<p>Due to restrictions of Covid-19, it is not currently possible to hold face to face meetings, so Transfer to Secondary School appeals in summer 2022 will be heard remotely, ideally by Zoom conference call. Appellants wishing to take part should; (a) have Zoom loaded onto their device in advance; or (b) choose to join the hearing using a mobile phone via a code; or (c) the appeal can be considered on the written case provided.</p> <p><i>Please tick the following as applicable:</i></p> <p> <input type="checkbox"/> a) I wish to attend the Zoom conference and prefer: <input type="checkbox"/> VIDEO or <input type="checkbox"/> AUDIO </p> <p> <input type="checkbox"/> b) I wish to join the meeting via a phone conference call </p> <p> <input type="checkbox"/> c) I wish to have my appeal considered solely on the written case I have provided </p> <p>If you would like a friend, or relative or representative to join your appeal hearing, please provide their details below:</p> <p>Name of representative:</p> <p>Their contact email address:</p> <p>Their contact telephone number:</p>	

In order for an Appeal Hearing to be carried out, your personal information and supporting documents will be shared with the Clerk to the Appeals Panel, the Appeal Panel members and the School.

Your personal information and supporting documents will be destroyed after your Appeal Hearing by the Panel members and will be retained and then securely destroyed 1 year after your hearing by the Clerk to the Appeals Panel and the School.

The Data Controller responsible for protecting your privacy is Folio Education Trust. For more information contact the Data Protection Officer on squreshi@foliotrust.uk or 0203 011 2767. The legal basis for holding your data is in our capacity to provide public education and we process more sensitive data that you include as part of your appeal on the basis of significant public interest. Please visit the website of the Information Commissioner's Office for further information about your rights and complaints procedure.

Please print your name:

Signed:

Date:

Please ensure this completed form along with supporting documentation is returned to the School by the requested date above.

Please make sure that you have the correct postage on your envelope/package. No acknowledgement or receipt of your form or supporting documentation will be provided unless you enclose a stamped addressed postcard. Any letters/packages with insufficient postage will not be paid for and will not therefore be delivered.

Alternatively, your form and supporting documentation may be hand delivered to Wallington County Grammar School. Please ensure your letter/package is addressed as below.

Please return this form and your supporting documentation (collated into 5 copies) to:

The Clerk to the Appeals Panel
C/o Wallington County Grammar School
Croydon Road
Wallington
Surrey SM6 7PH