



**MANOR LEAS INFANT SCHOOL ADMISSION APPEAL FORM**

If your child has an Education, Health and Care Plan you must contact the Special Educational Needs Team on 01522 553332.

Please complete this form and return to [enquiries@manorleasinfantschool.org](mailto:enquiries@manorleasinfantschool.org).

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 [enquiries@manorleasinfant.org](mailto:enquiries@manorleasinfant.org).

**Please use block letters and write in black ink or ballpoint pen.**

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,





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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 the School Admissions Team and Lincolnshire County Council Legal Services for the purposes of arranging your appeal only. Manor Leas Infant School will meet its requirements under the Data Protection Act in processing your data.