

## ADMISSION APPEAL FORM – WOLVERHAMPTON GIRLS’ HIGH SCHOOL

Please note that all sections on this form must be fully completed. Incomplete forms will be returned to the appellant for appropriate amendment and this may affect the timescale within which your admission appeal can be heard. For admission appeals for places in September, if you do not return this form by the required deadline date, your admission appeal may not be heard until mid-September.

You will be given at least 10 school days’ notice of the date of your admission appeal hearing.

This form will be photocopied, therefore, please complete the form using black ink and **BLOCK CAPITALS**

### CHILD’S PERSONAL DETAILS

Child’s Legal Surname:	
Child’s Legal First Name:	Child’s Date of Birth:
School Currently Attended:	
Secondary School Allocated:	

### FAMILY/CARER DETAILS

Name of person lodging appeal:  Title (Ms/Mrs/Mr/Other):  Forename:  Surname:	Relationship to child:
Home Address:    Postcode:	Home Telephone Number:  Mobile Telephone Number:  E-mail address:

Please tick to indicate below if you would like to attend the appeal hearing:

I would like to attend the appeal hearing  I would like my appeal to be considered in my absence

Accompanied by (Name and relationship to appellant) .....

If attending, will you need an interpreter or other special arrangements? \*YES/NO (\*Please delete as appropriate)  
 If you are likely to need any assistance (e.g. an interpreter - language spoken, a signer) at the appeal hearing, please indicate below and state the type of help that you will require.

It is not normally appropriate for children to attend appeal hearings. If this is unavoidable, please notify the Democratic Support Unit at Wolverhampton City Council.

Appellants who are unable to attend on the date given should notify the Democratic Support Unit immediately so that consideration can be given to the arrangement of an alternative date. If an appellant chooses not to attend the hearing, the appeal will be considered in their absence. If an appellant fails to appear without having given a reasonable explanation, the appeal will be considered in their absence.

**APPEAL DETAILS – GROUNDS FOR THE APPEAL**

Please give as much information as possible to support your admission appeal. **You should do this even if you have indicated that you want to attend the admission appeal hearing.** Please attach additional sheets or information as necessary to this Admission Appeal Form.

**DECLARATION**

I certify that the information I have provided on this form is true to the best of my knowledge and understand that any false or deliberately misleading information on this form and/or supporting papers may render this application invalid and could lead to the withdrawal of an offer of a school place for my child.

Signature/s:

Parent/Carer 1 ..... Date: .....

Print Name: .....

Parent/Carer 2 ..... Date: .....

Print Name: .....

Please return your completed Appeal Form to:

**Wolverhampton City Council Democratic Services, School Appeals Section, St. Peter's Square, Wolverhampton WV1 1SH.**

**Email: [schoolappeals@wolverhampton.gov.uk](mailto:schoolappeals@wolverhampton.gov.uk)**

**Deadline date: Friday 28th March 2025**

Detailed guidance notes on the appeal procedures will be available from the Democratic Support Unit and will be sent to all appellants along with the date of the hearing.