

A Guide to School Admission Appeals in Torbay

If you have been refused a place at your preferred school you can appeal against this decision to the Torbay Independent Appeals Panel. This guide will:

- explain how the appeals process works;
- help you appeal against the decision not to offer your child a place at your preferred school; and
- explain what happens at the appeal hearing.

If you require any further information please contact June Godsolve, clerk to the Torbay Independent Appeals Panel at Democratic Services, Town Hall, Castle Circus, Torquay, TQ1 3DR or email democratic.services@torbay.gov.uk (telephone 01803 207012).

**To request a copy of this document in another format or language
please phone 01803 207012.**

**If you require an interpreter (sign language or alternative language)
please phone 01803 207012.**

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Section 1 - General Information on all Appeals

1. Background information

The relevant admission authority allocates places at schools. Depending on the type of school you are appealing for, the admission authority is either the Local Authority (LA) or the school's governing body.

The admission authority decides what criteria will be used to allocate school places in the event that a school receives more applications than there are places available, which is known as an "Admissions Policy". The admission authority will use this criteria when deciding whether a child will be offered a place.

If an admission authority has turned down your application you have the right of appeal to an independent panel and the admission authority is required (under the School Standards and Framework Act 1998) to make arrangements for you to appeal. The Department for Children, Schools and Families has issued a School Admission Appeals Code which must be followed by appeals panels.

2. Who are the Torbay Independent Appeals Panel?

The Torbay Independent Appeals Panel are volunteers who are independent from Torbay Council and the schools who they hear appeals for.

3. What powers does the panel have?

The panel can either turn down or allow your appeal.

4. Which schools does the panel hear appeals for?

The panel hears appeals for all schools in Torbay except:

- Torquay Boys Grammar School;
- Churston Ferrers Grammar School; and
- Private schools.

If you wish to appeal for a place at any of the school listed above you should contact the school.

5. What are the circumstances in which I can appeal?

If your child has been refused a place, in writing, at your preferred school you can appeal against this decision.

You can appeal if the school you prefer is considered to be full, because in their view to admit more children would affect the delivery of efficient education or the effective use of resources, which is sometimes explained as "would prejudice the provision of efficient education or the efficient use of resources".

You can also appeal if your application for a place at a grammar school or Westland's selective stream has not been successful because your child did not meet the required ability level in the selective tests or did not score high enough.

6. Are there any circumstances where I can not appeal?

If your child has been permanently excluded from two or more schools, your right of appeal is suspended for two years after the second or subsequent exclusion. (I do not understand this?)

7. How do I make an appeal?

For all schools in Torbay, except Torquay Boys' Grammar School and Churston Ferrers Grammar School, please complete the appeal form at the end of this booklet and return it, with any supporting information, marked private and confidential, to:

Torbay Independent Appeals Panel
c/o Democratic Services
Town Hall
Torquay TQ1 3DR

There is a specific closing date to submit your appeal form if your child is due to start secondary school in September and you have not been offered a place at your preferred school. This deadline is set out in the Torbay Information for Parents and School 1 booklet (TIPS 1).

8. What happens to my appeal form when I have sent it?

The clerk will send you a letter advising you that your appeal form has been received. Sometimes, for various reasons, appeal forms do not reach the clerk. If you do not receive a letter of acknowledgement within five working days of sending in your appeal form, please contact the clerk to the panel on (01803) 207012.

Children's Services or the school you are appealing for is advised that you have sent in an appeal. A paper is then prepared, by Children's Services or the school for the panel, which sets out the reason(s) why your child has not been offered a place at the school.

You will be sent another letter advising you of the date, time and location of your appeal. The clerk to the panel must give you fourteen days notice of your appeal hearing. If you feel your appeal is urgent you should put on your appeal form that you do not need fourteen days notice and the clerk will try to arrange an earlier appeal – but this cannot be guaranteed.

The letter from the clerk informing you of the date of your appeal hearing will also include the following information:

- details of how the appeal hearing will be carried out;
- special rules the panel must follow surrounding infant class size appeals (if applicable).
- the names of the panel members; and
- a date that any additional supporting information should be submitted by (although there is no legal time limit for submitting additional information and other supporting information can be brought with you to the hearing, further information on submitting additional information is available in question ??).

Seven school days before the appeal hearing the items listed below will be sent to you, the panel and Children's Services or the school:

- letter from the clerk reconfirming the date and time of your appeal;
- the paper prepared by Children's Services or the school;
- a copy of your appeal form; and
- copies of any supporting information you have submitted.

9. How can I prepare for my appeal?

Before the appeal hearing it is advised that you:

- read through this booklet;
- read through the papers sent to you by the clerk;
- make a note of any additional information you did not include on your appeal form;
- make a note of any questions you wish to ask Children's Services or the school representative;
- ensure you have copies of supporting information if you have not already sent it to the clerk e.g. medical evidence;
- inform the clerk if anybody will be coming with you to the appeal hearing;
- telephone the clerk if you have questions about the appeals process; and
- telephone the clerk if you are unable to attend the appeal.

10. What information can I provide to help my case?

The panel base their decision on the information supplied by you and Children's Services or the school and on what is said during the appeal hearing. The panel do not receive any additional information and everything that the panel receives is also given to you.

It is important to provide as much information as possible to the panel to help your case.

When preparing your appeal, you should consider carefully the reasons why your child should be offered a place at your preferred school and your reasons for choosing the school. These might include any of the following:-

- Religious reasons;
- Family/social circumstances or situation;
- Medical reasons of your child or you (supported by evidence, such as a Doctor's letter);
- Transport or distance factors;
- Teaching style or the range of subjects offered; and
- Policies and ethos of the school.

Additionally, there may be other factors particular to your case which you can include.

You can provide more information after your appeal form has been submitted. It is advisable to send additional information to the clerk at least four days before the appeal hearing so that it can be posted to the panel. If this is not possible additional information can be circulated at the appeal hearing. But, if the additional information is considerably large in quantity or the panel considers it may need investigation or a response, the hearing may adjourn to later in the day or another day to ensure that it is given proper consideration.

Please be assured that all the information provided to the panel is treated in confidence and is only shared with the panel, the Children's Services or the school representative, the clerk and the legal advisor to the panel.

11. Who will hear and consider my appeal?

The panel will be made up of three people. The panel members are described as either 'lay' or 'experienced in education'. What does this mean? A 'lay' panel member is someone who has no experience in the education system and an 'experienced in education' panel member is someone who has experience in education, such as a current or past teacher or a parent with a child at school. All panel members receive training in relation to school appeals.

You will be given the names of the panel members who will consider your appeal before the hearing. If you know

any of the panel members you should tell the clerk before the hearing. A panel member will not consider your appeal if they know you or have any links with the school you are appealing for.

12. Who will be present at the appeal hearing?

- You and anybody you may wish to bring with you such as a partner, friend or representative;
- Three panel members;
- The clerk to the panel; and
- A representative of the Local Authority or the school which you are appealing for.

13. What is the role of the clerk?

The clerk is not a member of the panel. The clerk will ensure all the relevant facts are established and that the hearing is carried out in a fair way. The clerk is independent of the school you are appealing for and Children's Services. The clerk will:

- Arrange for a panel to meet and consider your appeal;
- Explain to you how your appeal will be dealt with in a letter and also before the hearing;
- Answer any questions you may have;
- Provide independent advice to all parties?;
- Ensure you and the admission authority provide all the relevant facts at the hearing;
- Make notes during the hearing to help the panel when they make their decision;
- Be present when the panel makes their decision; and
- Inform you of the panel's decision in writing.

The clerks to the panel are employees of Democratic Services within Performance Improvement Directorate of Torbay Council. The clerks are not directly involved with admissions, the LA or schools and are trained in accordance with the Code of Practice.

Occasionally a legal representative will assist the clerk by providing independent advice to the panel.

14. What is the role of the Children's Services or school representative?

A representative of the admitting authority (which could be an officer from Children's Services or a representative from the school you are appealing for) will attend the hearing to explain the position of the school and why a place has not been offered to your child. The representative will also answer any questions you or the panel may have.

15. Can I bring someone with me to the hearing?

You can bring with you your partner, friend or advisor to the appeal hearing. Your friend or advisor cannot be a Councillor, Member of Parliament, Member of European Parliament or staff of the Local Authority who have any association with education (e.g. Education Welfare Officer) or the school you are appealing for.

It is not normally necessary to bring a solicitor or lawyer with you to the appeal hearing as the panel try to keep the hearing fairly informal to ensure you are given the opportunity to present your case fully. You may bring a legal representative with you if you feel this will make you more comfortable. You will be responsible for the cost of such a representative. Please notify the clerk if you intend to bring a legal representative to the hearing.

16. Can I bring my child with me to the appeal hearing?

Sometimes attending the appeal can be stressful for some children and unless there are exceptional circumstances children should not be invited to attend.

17. Where will the appeal be heard?

Appeals are usually held at Torquay Town Hall.

18. When will the appeal be heard?

If your child is due to start secondary school in September, the panel must consider your appeal by 6 July (or the next working day of the 6 July is at the weekend). For all types of appeals, the panel must consider your appeal within 30 school days.

19. What happens at the appeal hearing?

The panel try to keep the appeal hearings as informal as possible but they must follow a set procedure, which is set out in the School Admission Appeals Code.

20. Are there different types of appeals?

Yes, there two different types of appeal depending on the age of your child.

If your child will be between the age 4 and 7 years old and you are appealing for a place in reception or years 1 and 2 there are different rules surrounding these appeals which are explained in section 3. Please see section 3 for further details.

If your child will be between the age of 7 and 17 years old (year's 3-11), please see Section 2 for further information.

21. Will the appeal hearing be held in private?

If there are lots of children appealing for a place in the same year group at the same school, Stage 1 will be held with all the parents present. Stage 2 (if applicable) will be held with the panel, you (plus your partner etc), the clerk and the Children's Services or school representative, no other parents will be present.

22. How long is the appeal hearing?

If you are the only person appealing for a place in a year group at a particular school, the appeal will normally last approximately 45 minutes.

If there is more than one child appealing for a place in the same year group at the same school you will be given two different appointment times. The first appointment will be for stage 1 and the second appointment will be for stage 2 (information on the appeal process is outlined below).

Stage 1 can take between 45 minutes to 2 hours, depending the points raised. Stage 2 takes approximately 30 minutes. However, there is no time limit at either stage of the appeal hearing and you will be given opportunity to put your case to the panel.

23. Should I attend the appeal hearing?

You are encouraged to attend the appeal hearing and tell the panel all the why reasons you want your child to go to your preferred school.

24. What happens if I do not attend the appeal hearing?

If you are unable to attend the appeal hearing please tell the clerk as soon as possible and the clerk will try to re-arrange your appointment. If it is not possible to offer an alternative appointment your appeal will be considered and decided on the written information you have submitted.

If you do not tell the clerk that you are unable to attend, and you do not arrive for your appeal, your appeal will be considered and decided on the written information you have submitted.

25. When and how do I find out if my appeal was successful or not?

A letter notifying you of the panel's decision will be sent to you within a week of the appeal. If there are lots of appeals for the same year group at the same school, this may take longer.

You may telephone the clerk after the appeal for the result - the clerk will let you know the best time to call.

26. My appeal was successful, what next?

You can contact the school and make arrangements for your child to start. If you require information on whether you qualify for assistance with transport please contact Children's Services Transport Team on 01803 208240.

27. My appeal was not successful, what next?

If your appeal is unsuccessful you should either accept the school place offered to your child or contact Children's Services to discuss any alternative options for your child's education.

28. What can I do if I am not happy with the way my appeal was conducted?

The Local Government Ombudsman can investigate written complaints about the way in which the Appeal panel conducted your appeal. This is not a further appeal. Your complaint cannot be that you think the panel's decision was wrong, it must relate to issues such as the panel's failure to follow correct procedures or a failure to act independently and fairly. If you wish to complain about how your appeal was conducted, please contact the Ombudsman on 0247682000, email enquiries.coventry@lgo.org.uk or in writing to Local Government Ombudsman, The Oaks No2, Westwood Way, Westwood Business Park, Coventry, CV4 8JB.

29. Where can I get further information on preparing for my appeal?

Please contact the clerk to the panel (telephone 01803 207012) or email democratic.services@torbay.gov.uk

The Department for Children, Schools and Families website (www.dfes.gov.uk/parents) offers advice to parents on a wide range of school-related issues and has links to both the Admissions and Appeals Codes of Practice.

Alternatively, the Advisory Centre for Education, an independent centre for parents, can also provide you with information on contact 0808 800 5793 or visit the website at www.ace-ed.org.uk.

Section 2 - Information on Appealing for a place in Years 3-11

If you are appealing for a child aged between 7 and 16 years old (year's 3 – 11) the two stage procedure is as follows.

- Before the hearing the clerk will meet you and introduce you to the Children's Services or school representative. The clerk will also explain the process of the appeal and take you into the room where the appeal will be held.
- The Chairperson will welcome you and the Children's Services/school representative and introduce you to the other panel members.
- The Chairperson will explain the process of the appeal and ensure that everyone present understands the procedure.
- Stage 1 – establishing the facts. Children's Services or the school representative will explain why your child has not been offered a place at the school. If there are other parents appealing for a place in this year group this part of the hearing will be held with all parents present.
- You and the panel can ask questions about what the Children's Services or school representative has said.
- The panel will then adjourn to decide whether the admission arrangements were correctly applied and whether the school is full or not. Only the clerk and legal advisor are present with the panel when they make this decision.
- The panel meet again and the Chairperson announces the panel's decision.
- If the panel decide that the admission arrangements were correctly applied and that the school is full the panel moves onto the second stage. If the panel find that the admissions arrangements were not correctly applied or the school is not full please see question 30.
- Stage 2 – Your case. The second part of the appeal is your individual case where you can tell the panel all the reasons why you consider the school to be the best for your child and why you should not accept the place you have been offered. This part of the appeal is held in private and no other parents are present.
- Before leaving the room the panel will ask you and the Children's Services or school representative to sum up your case. The clerk will stay with the panel when they make their decision.
- The panel will hear any other appeals if there are more than one child appealing for a place in the same school year group at the same school before deciding whether your appeal is successful or not.
- Once the panel has heard stage 2, the panel decides whether the benefits for your child going to the school you are appealing for – instead of the school you have been offered – outweigh the bad effects on the school and the other children of having one more pupil in the school. If the panel considers that your case is the stronger, it will allow your appeal and the school must admit your child.

At no time will either you or the Children's Services or school's representative be left alone with the panel. This ensures that you and the Children's Services or school's representative hears the same information as the panel during the course of the appeal.

30. What happens if the panel find that the admission arrangements have not been correctly implemented?

If the panel decide that the admission arrangements had not been correctly implemented or admitting further children would not affect the school, the panel must allow your appeal at this stage unless there is more than one child appealing for a place in the same year group at the same school. In this case the panel will decide how many

children could be admitted before continuing with Stage 2.

If you are appealing for a place at Torquay Girls Grammar School or the Selective Stream at Westlands School, the panel must take into account additional information, please see Section 4 for further information.

31. If my appeal is unsuccessful can I make a further appeal?

If your appeal is turned down you are not able to appeal again for a place at the same school in the same school year unless there have been significant and material changes in your circumstances that require a new decision about your application, e.g. medical reasons or you have moved house.

If you feel that your circumstances have changed you should make a further application to the admitting authority. If the admitting authority refuses to consider your application because it considers there have been no significant changes to your original case, no fresh appeal can be made.

If the admitting authority considers the application and still decides not to admit your child, you will have the right to a fresh appeal.

You will be able to apply for a place at the same school in a later academic year and have the right of appeal if unsuccessful.

Section 3 - Information on Appealing for a Place in Reception and Years 1 and 2

32. What is an infant class?

Infant classes are reception, year and year 1 and 2 and the majority of children in these classes will reach 5, 6 or 7 years old by the end of the school year.

33. How many pupils are there in infant classes?

Different rules apply to appeals for entry into years for reception, 1 and 2. These year groups must not contain more than 30 pupils with a single teacher and this is known as 'infant class size'.

34. Can infant classes have more than 30 pupils?

Additional children cannot be admitted into an infant class, except under certain reasons if it would result in the class exceeding 30 pupils.

35. Do all schools in Torbay have infant class sizes for reception and years 1 and 2?

No, not all schools have infant class arrangements for reception and years 1 and 2. There will be individual reasons for this and the panel will take these into account when considering your appeal.

36. Do some schools mix their year groups?

Yes, some schools choose to mix their year groups. If reception or years 1 and 2 are mixed classes the class must still not exceed 30 pupils – for example Form A has 15 pupils from year 1 and 15 pupils from year 2 resulting in a mixed infant class of 30 pupils.

Because the school chose to mix their infant classes the school cannot admit another child without taking 'qualifying measures'. The panel will take this into account when considering your appeal.

37. What are 'qualifying measures'?

Qualifying measures must be put in place at a school to accommodate an extra child. These could be in the form of:

- the construction of an additional classroom in the case of a school that lacks physical capacity to operate an additional class and the employment of an additional teacher;
- the opening of an additional class in an unused classroom and the employment of an additional teacher; and
- The employment of an additional teacher to "team teach" in an existing class base, so the group size can rise above 30.

38. Can the panel instruct a school to increase an infant class to over 30 pupils?

Yes, the panel can.

39. How will the panel decide to allow my appeal or not?

The panel will need to determine if the year group is an infant class size or not.

40. My appeal is classed as infant class size – how do the panel decide?

If your application for entry to a school has been refused on ‘infant class size’ grounds the panel can only consider two factors:

Ground A: your child would have been offered a place if the admission arrangements had been correctly implemented; and/or

Ground B: the decision not to offer a place to your child was not a reasonable decision in the circumstance of your case.

The panel will first consider Ground A and decide whether your child should have been offered a place at the school. The panel can only allow your appeal if it is clear that your child would have been offered a place at the school.

Unless the appeal is allowed under Ground A, the panel will consider Ground B – no other circumstances are considered in these circumstances.

41. My appeal is not classed as infant class size – how do the panel decide?

If your appeal is not based on infant class size Children’s Services or the school representative must explain that the year group is considered to be full, because to admit more children would affect the delivery of efficient education or the effective use of resources.

You will be given the opportunity to question this and explain all the reasons why you would like your child to go to your preferred school.

42. What if there are many parents appealing for a place in the same year group at the same school?

The panel will hold a session with all the parents appealing and invite Children’s Services or the school representative to outline their case. You and the panel will be able to ask questions based what has been said.

If the panel decides that infant class conditions are met, or the year group is full, because to admit more children would affect the delivery of efficient education or the effective use of resources, the panel will then move onto stage 2 where they consider your individual reasons. This part of the appeal is held without the other parents present.

43. What can the panel not do?

The panel cannot analyse whether the admission arrangements or how the admission arrangements were approved are unreasonable or unlawful.

44. Infant class size - what sort of information should I provide?

The grounds for your appeal can only relate to the issues referred to in Ground A or Ground B above and you should submit information relating to these. The panel can only take into account your child’s personal circumstances in so far as they relate to the points mentioned above.

45. What happens during the appeal if I am appealing for reception or years 1 or 2?

The process appeals for reception and year's 1 and 2 is set out below:

- Before the hearing the clerk will meet you and introduce you to the Children's Services or school representative. The clerk will also explain the process of the appeal and take you into the room where the appeal will be held.
- The Chairperson will welcome you and the Children's Services/school representative and introduce you to the other panel members.
- The Chairperson will explain the process of the appeal and ensure that everyone present understands the procedure.
- Stage 1 – establishing the facts. Children's Services or the school representative will explain why your child has not been offered a place at the school. If there are other parents appealing for a place in this year group this part of the hearing will be held with all parents present.
- You and the panel can ask questions about what the Children's Services or school representative has said.
- The panel will then adjourn to decide whether the year group you are appealing for is classed as infant class size.
 - (a) If the panel decide that the year group is infant class size they will determine whether the admission arrangements have been correctly applied. If they decide they have been applied correctly and you would not have been offered a place it will move onto the second stage. If the panel decide that the admission arrangements were not applied correctly and your child would have been offered a place, it will allow your appeal.
 - (b) If the panel decide that the year group is not infant class size the panel must consider if the admission arrangements were correctly applied and if the year group is full.

Only the clerk and legal advisor are present with the panel when they make this decision.

- The panel meet again and the Chairperson announces the panel's decision.
- In the case of example (a) above the panel will either allow your appeal or move into the second stage.

If the panel feel that the admission arrangements were not correctly applied and there is more than one appeal it must consider all the appellants individual circumstances. If you are the only parent appealing your appeal will be allowed.

If the panel decide that the admission arrangements were correctly applied, the panel will move onto Stage 2 where you must explain your reasons why you would like to you child to attend your preferred school.

- In the case of example (b) above the panel will either allow your appeal or move into the second stage of the appeal depending on the number of children appealing. During the second stage you must explain your reasons on decision not to offer a place to your child being an unreasonable decision in the circumstance of your case.
- Stage 2 – the panel, if applicable, will then consider your individual circumstances. This part of the appeal will be held in private with no other parents.
- Before leaving the room the panel will ask you and the Children's Services or school representative to sum up your case. The clerk will stay with the panel when they make their decision.
- The panel will hear any other appeals if there is more than one child appealing for a place in the same school year at the same school before deciding whether your appeal is successful or not.
- Once the panel has heard stage 2, the panel decides whether it can allow you appeal on either of the following reasons:

-

Infant class size

Ground A: your child would have been offered a place if the admission arrangements had been correctly implemented; and/or

Ground B: the decision not to offer a place to your child was not a reasonable decision in the circumstance of your case.

Non-infant class size

Your personal circumstances outweigh the bad effects on the school and the other children of having one more pupil in the school. If the panel considers that your case is the stronger, it will allow your appeal and the school must admit your child.

If the panel decide that they cannot allow your appeal on the reasons outlined above, your appeal will be refused.

At no time will either you or the Children's Services or school's representative be left alone with the panel. This ensures that you and the Children's Services or school's representative hears the same as the Panel during the course of the appeal.

Section 4 - Additional Information on Appealing for a Place in a Selective School

46. What happens if there are places at the selective school, but my child has failed the entrance exam?

Westlands School must allocate all available places, including unfilled places in the selective stream, if the school receives enough applications of any academic standard.

Torquay Grammar School for Girls are able to select children for admission on the basis of academic ability and may leave places unfilled if there are not enough eligible applicants.

The school will set an entrance test or “11+ exam” and this will be used for determining whether a child is of the academic standards required.

47. Can I appeal if my child has failed the entrance exam?

Yes, children who do not reach the specified standard, but have “borderline” scores, will be assessed by a review committee set up by the school.

The review committee will request information from the child’s primary school headteacher and will consider whether the child should be deemed as being of selective standard. This process does not replace your right to appeal to the panel.

48. What sort of information should I provide to the appeals panel?

The panel can take into account the reasons why you feel your child did not perform to their best ability on the day of the test, which could include family bereavement or illness, or any evidence to support your case that your child is suitable for admission to a selective school, such as SATs results.

49. Can the panel re-assess my child’s ability?

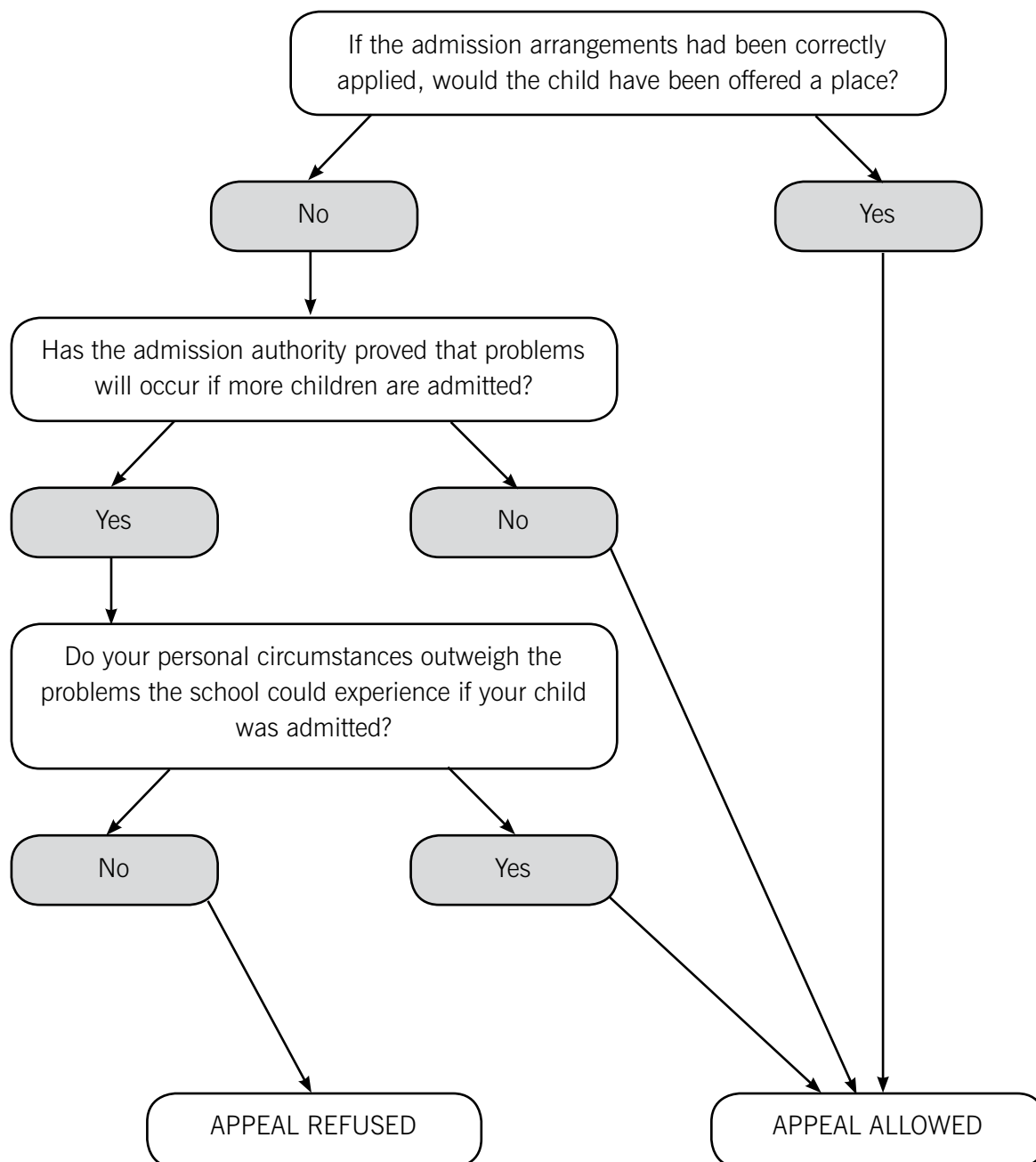
The panel cannot attempt to make its own judgement on your child’s ability, but may need to decide whether the original decision that your child was not of the required standard was reasonable. In doing so it may consider the results of any review committee of your child’s results and whether the testing arrangements were fair, e.g. reasonable adjustments made for children with disabilities.

50. What happens at the appeal hearing?

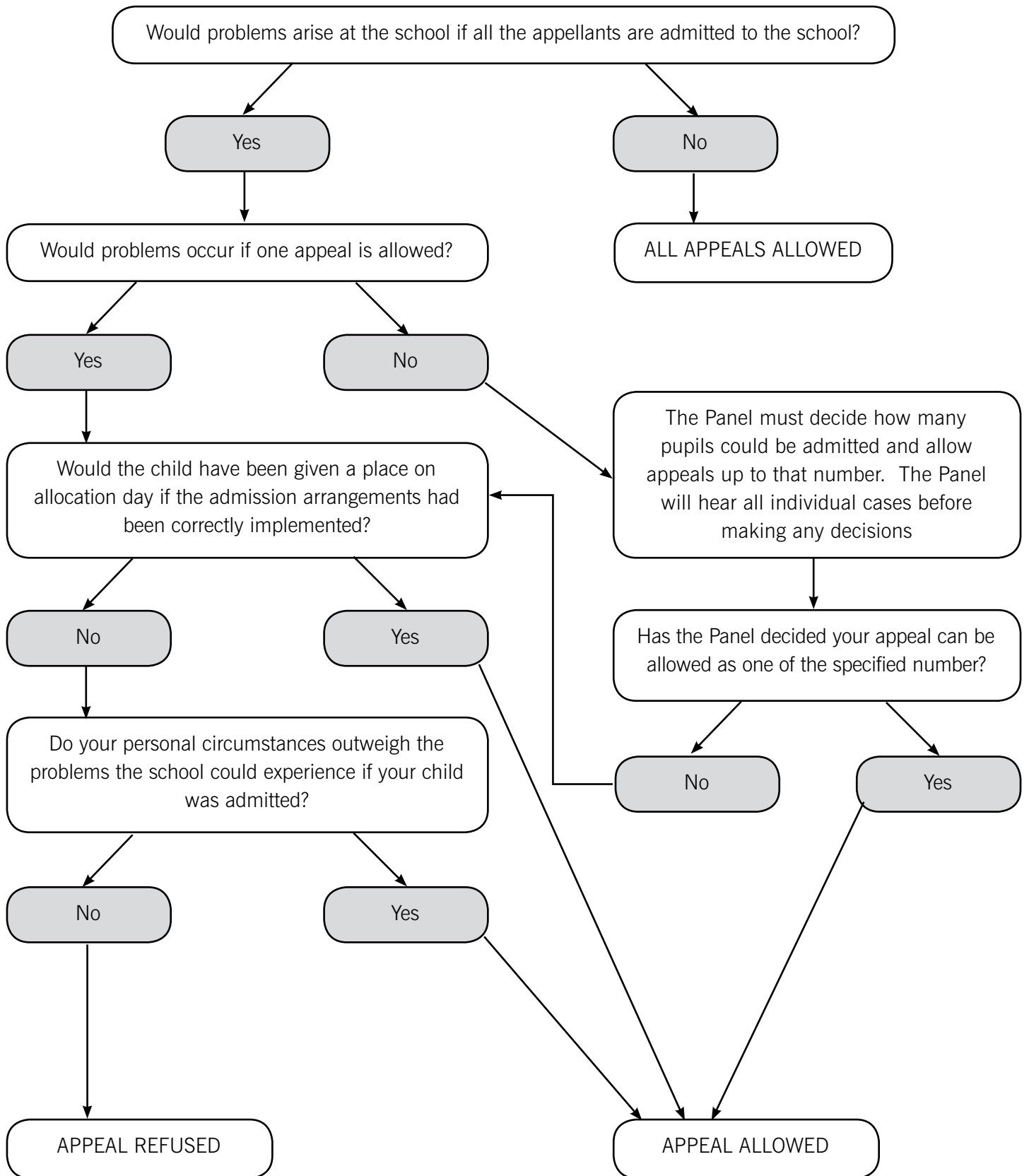
The panel will follow the normal two-stage process as set out earlier in this guide (section 2), but will also take into account your child’s academic ability.

Section 5 – At a Glance

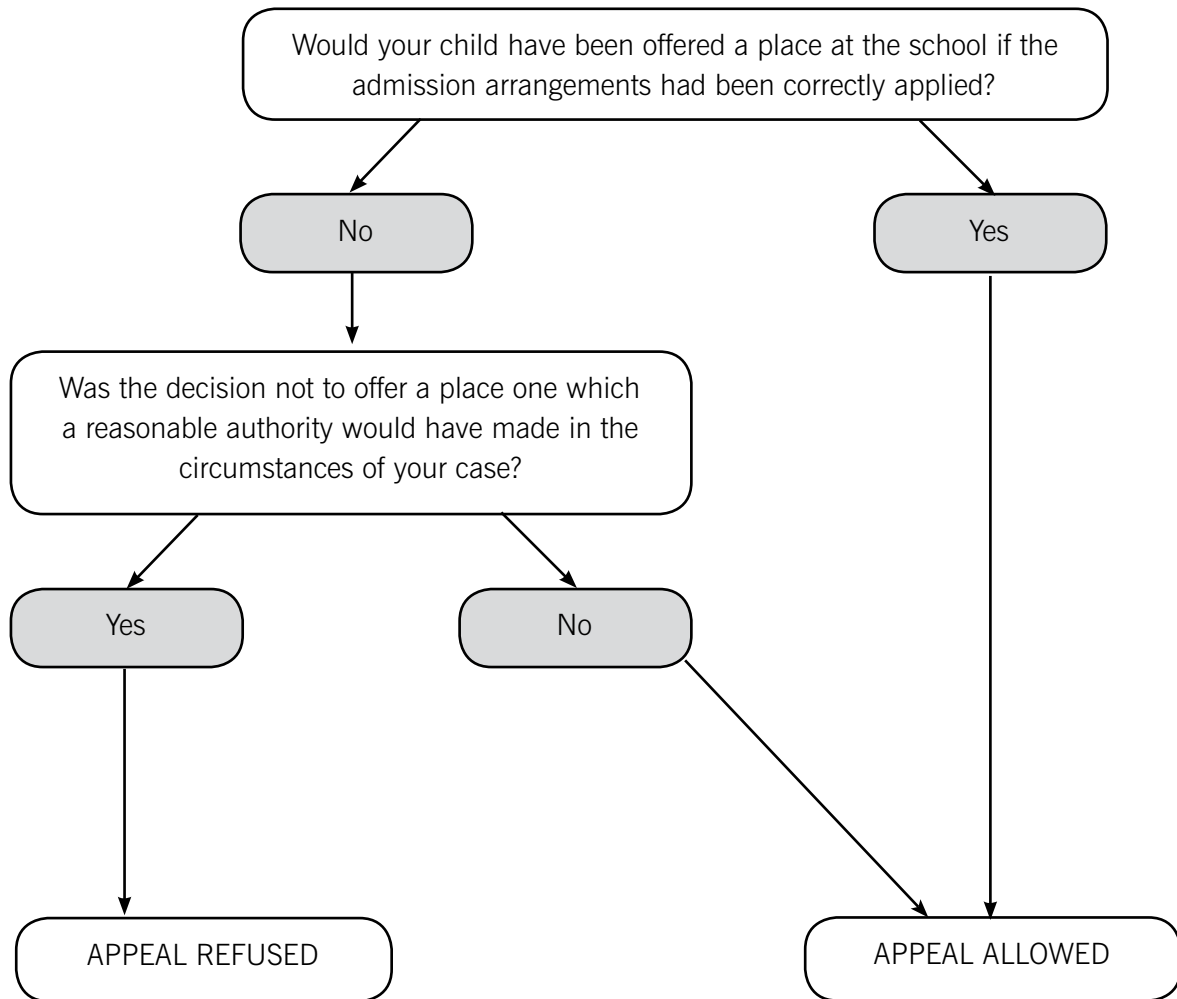
Single Appeal – only one child appealing for a place in a year group



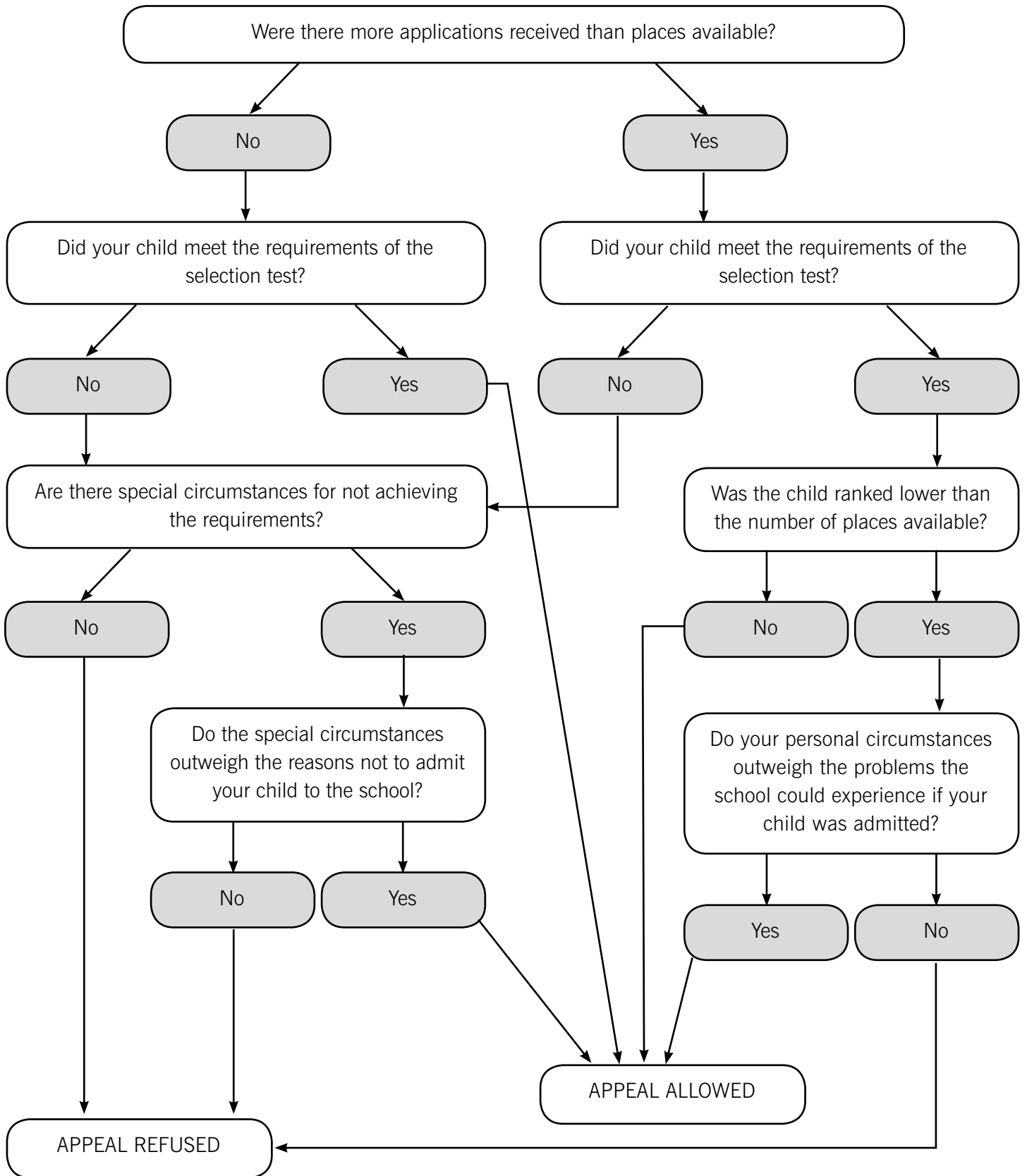
Multiple Appeals – more than one child appealing for a place in the same year group at the same school and the year group is not infant class size



Infant Class Size Appeals (Reception or Years 1 and 2)



Appealing for a Place in the Selective Stream at Westlands School or Torquay Grammar School for Girls



Office use only

Date rec'd Date notified

Date ack'd Date papers



**Torbay
Independent
Appeals Panel**

Section 6 - School Admission Appeal Form

Title: Mr/Mrs/Ms/Miss/Other (please specify)

Parent/Guardian (delete as appropriate)

First name:

Surname:

Address (for further correspondence):

.....

Town: Post Code:

Daytime telephone number:

Your child's name:

Your child's age: and date of birth

I wish to appeal for a place at the following school:

I confirm that I have been refused a place at this school.

School allocated for you child or school currently attended by your child:

.....

Please indicate the year group and date you want him/her to start school:

Year group: Date:

If this appeal is not for the normal September start for entry at the school, please indicate the reasons for your request for a change of school:

.
.
.

If this appeal is because of difficulties at your child’s present school, please state when you discussed this with the Headteacher and give details:

.
.
.
.

Your appeal will normally be held within thirty school days. If there are any dates that would be inconvenient for you which prove difficult please list them below. (Every effort will be made to avoid such dates.):

.
.

You may be accompanied by a representative or friend to assist you at the appeal hearing. Please provide details of any persons who may accompany you:

.
.

Please give your reasons for appeal on the following pages.

