

## **NOTICE OF APPEAL FORM**

Send to: St Mark's Church of England Academy, Acacia Road, Mitcham, CR4 1SF  
[doliver@stmarks.anthemtrust.uk](mailto:doliver@stmarks.anthemtrust.uk)

St Mark's Academy cannot be responsible for forms lost in the post.

### **What happens to my information?**

St Mark's Academy will use the information you provide to process your appeal application and contact you regarding it. Your information will not be shared with others unless required to do so by law. For more information explaining how we use your information please see our privacy policy.

Have you received a letter or email of refusal for the school you are appealing for?	
Child's first name	
Child's last name	
Date of birth	
Gender	
Parent or guardian's title and last name	
Address including post code	
Address for correspondence to be sent to (including post code)	
Telephone contact number	
Email address	

**Representation – please indicate YES only in those boxes that apply to your case**

I / We will be attending the virtual appeal hearing to make oral representations. (written grounds still required)	
I / We are submitting these written representations only and will not be attending the virtual appeal hearing	
I / We have asked a representative to present the case on my / our behalf. If YES, please advise details below.	
Name, address and status of your representative (if applicable) i.e. Friend / Legal / Faith	
I / We will be present to accompany our representative	
I / We are agreeable to receiving less than 10 school days' notice of the date of the appeal hearing (may be possible on occasions)	
Will you require the services of an interpreter at this appeal? If YES, in which language? We recommend that you ask a family member or friend to interpret for you where possible as it is not always possible to arrange an interpreter for the day of the hearing in the requested language.	
Are there any special requirements you or your representative have which we need to be aware of?	

**Grounds of appeal**

**You must complete this section. Failure to do so will result in your Appeal Form being returned to you.**

Signed

Date

If there is not enough space on this sheet please continue on additional sheets of A4 size paper, and number and initial the foot of each page please.