APPEAL APPLICATION FORM

FOR ENTRY 2027-2028

Diocese of Westminster **St Thomas More Catholic School**

Please complete this form and return it to the Clerk to the Governing Body c/o St Thomas More Catholic School, Glendale Avenue, London, N22 5HN, **by Tuesday, 13th April 2027**.

Child's Details

Child's surname: Child's Christian or other first name:	Date of Birth:
Home Address:	Postcode:

Parent/Carer Details

Parent's/Carer's name:	
Relationship to child:	
Address (if different from above):	
Telephone number:	
Email address:	
Do you need an interpreter?	
Please let us know if there are any special arrangements that we need to make:	

APPEAL AGAINST REFUSAL OF ADMISSION (to be completed by the Parent/Carer)

Parent/Carer's Statement

It will help you and the appeals panel if you can state clearly the basis for your appeal. Most appeals fall into one or more of the following categories:

The Governing Body did not properly apply its policy ☐

My child has been discriminated against ☐

The school is not full ☐

There are special reasons concerning my child ☐

Tick whichever apply

There may be other reasons for your appeal. Please write below a full explanation of your appeal.

I wish to appeal against the decision not to offer my child a place at St Thomas More Catholic School because:

You may continue on additional sheets and/or attach additional information. Please note that ALL the information that you intend to rely on must be submitted with this form.

Signature of parent/carer: …….. Date: …….

The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please see overleaf, look on the school website under Privacy Notice or contact the school for a hard copy.

ADMISSIONS PRIVACY NOTICE FOR ST THOMAS MORE CATHOLIC SCHOOL

St Thomas More Catholic School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, St Thomas More Catholic School is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals.
- To assist in the development of policy proposals.
- For the prevention and/or detection of crime or fraud.
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified.

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth.
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes.
- Supplementary information i.e. information on religious affiliation and status.
- Parent name and contact details.
- Details of baptism and/or Catholic practice.
- Information on parish of residence.

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections.
- The LA, to verify the information provided so that the admission scheme/process can be accurately administered.
- Admission Appeal panels.
- The Schools Adjudicator, in response to any objections raised.
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions.
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:
The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact:
Tel: 020 8888 7122, office@stthomasmoreschool.org.uk