

OFFICIAL-SENSITIVE**APPENDIX 6****EDUCATION APPEALS OFFICE**

Education Appeals Team
 Schools' Choice
 PO Box 579
 IPSWICH
 IP1 2BX

Enquiries to: Appeals Team
 Tel: 01473 264218 / 264219
 Email: educationappeals@suffolk.gcsx.gov.uk
 Web: <http://www.suffolk.gov.uk>
 Single/Multiple 7 - LA
 Date:

Dear

RE: Admission Appeal Hearing for

Enclosed with this letter is a copy of the relevant paperwork which will be used as part of the appeal hearing. This paperwork has been forwarded to the Panel members, School, Admission Authority and Clerk.

Please check that you have all the paperwork listed below: -

1. A front cover sheet listing the names of the Panel, Clerk and Admission Authority's representative. Individual children's names will not be printed on this sheet.
2. A map to the venue.
3. An appeal hearing guide.
4. The Admission Authority's statement of case.
5. Catchment map of the school.
6. A copy of your appeal form, plus any additional information you included.

It is important to note that the deadline for additional paperwork has passed. Any additional paperwork presented on the day of the hearing will be heard at the Panel's discretion. Please ensure you have 5 full copies to take with you.

When you arrive at the venue please report to the reception. Please ensure you arrive in good time and bring all relevant paperwork with you.

Finally, please contact this office if there are any alterations you wish to make or if circumstances change in any way that will directly affect the appeal for your child.

Yours sincerely,

Education Appeals Office

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"Supported by Suffolk County Council"



