

**SECONDARY RESERVE LISTS & APPEALS - SEPTEMBER 2022**

Please return this form to the Area Pupil Access Team in the area where you live at the address on the offer letter (and below) no later than **Friday 11 March 2022.**

**YOU CAN ELECT TO GO ON RESERVE LISTS AND REQUEST APPEALS FOR ANY SECONDARY SCHOOLS OR ACADEMIES (IN OR OUTSIDE OF LANCASHIRE)**

If you are not happy with the initial secondary school / academy offer the period for preparing any appeal(s) starts on the day on which you receive the offer letter. Appeal forms and information are available on the Lancashire County Council web site at [www.lancashire.gov.uk](http://www.lancashire.gov.uk/) (search under "admission appeals"). If you are unsure whether a secondary school / academy appeal will be heard under class size or prejudice rules (see notes on web site), please contact your Area Pupil Access Team.

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| --- | --- | --- |
| Child's Name: | D.O.B | |
| Address: |  | |
|  | Postcode | |
| Telephone(\*): | **Home** | Mobile |
| Email: |  | |

*\*Please provide a number we can contact you on in the daytime*

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I/we wish my child's name to be placed on the reserve list(s) for the following secondary schools/academies:

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I/we wish to appeal for a place for my child at the following secondary schools/academies:

***Appeal forms are available to download at*** [***www.lancashire.gov.uk/schools***](http://www.lancashire.gov.uk/schools)

I/we require hard copy appeals form (s) and information (see below\*) YES / NO

*\*Please state yes if you require hard copies to be issued and no if you have accessed website information*

**(*Please use reverse of form if more school/ academy reserve lists and appeals are required)***

**Please give details of any siblings:**

|  |  |
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| Sibling name: | D.O.B |
| Secondary school attending: |  |

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| **Area Pupil Access Teams part of the Access to Education Service**  **North (Lancaster, Morecambe, Wyre, Fylde)**  Area Pupil Access (North), Education Office, PO Box 100, County Hall, Preston,  PR1 0LD (01524) 581148 pupilaccessteam.north@lancashire.gov.uk  **South (Preston, South Ribble, West Lancashire, Chorley**  Area Pupil Access (South), Education Office, PO Box 100, County Hall, Preston  PR1 0LD 01772 532109. southadmissions@lancashire.gov.uk  **East (Hyndburn, Ribble Valley, Burnley, Pendle, Rossendale)**  Area Pupil Access (East), Education Office, PO Box 100, County Hall, Preston, PR1 0LD 01254 220747. pupil.accesseast@lancashire.gov.uk |

Lancashire County Council is classed as an admissions authority and has a statutory obligation under the School Admissions (Appeal Arrangements) England Regulations 2012 to collect and process the information in order to fulfil the statutory duty.