

Education Operations

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Out of Catchment Area/Partner Site (OCAPS) Appeal Form

If you have applied for

- a) a place at your child's catchment school or Partner Site and have not been offered a place or;
- b) a place at a school which is not your child's catchment school/Partner Site and have not been offered a place;

you may seek permission to appeal against the decision of the School Admissions team to allocate your child a place at a particular school.

The Appeal Form may be submitted in writing or by email. The completed form, along with any additional information a parent/carer may wish to include, must be returned to the Head of Education Operations, at the address above, within four weeks of the date of issue of the allocation notification letter.

Additional information on OCAPS placements and the appeal process is available at www.gov.gg/schooladmissions

Data Protection- the States of Guernsey will process any personal data that you provide, in accordance with the Data Protection (Bailiwick of Guernsey) Law 2017. Further information about how your personal data is processed by the States of Guernsey can be found at www.gov.gg/DP

IF COMPLETING BY HAND PLEASE WRITE IN BLOCK CAPITALS

PUPIL'S DETAILS	
Pupil's Surname	Date Of Birth
Pupil's First Name(s)	Gender Male Female
Requested School (The school you asked for your child to attend)	Is this your catchment school/ Partner Secondary Site? Yes No
Allocated School (The school at which your child has been placed)	School Year Group (e.g. Reception)
PARENT/CARER DETAILS:	
Mother/Father/Carer Name and Title: Address: Email Address: Telephone Number(s): Mother/Father/Carer Name and Title: Address: Email Address: Telephone Number(s):	

GROUNDS/REASONS FOR SUBMITTING APPEAL

Please indicate below your reasons for appealing. You may attach additional sheets and documentation to this form. Any documentation you have already sent to Education Operations concerning your appeal will be attached to this form and circulated to the Appeal panel.

Please read the PC-OCAPS Placement Criteria document as you will need to explain why it is unreasonably detrimental to the child's education for them to attend their catchment / partner school and the reasons given must match at least one of the published criteria.

Date**Signature**