



## Education Services

Sir Charles Frossard House, La Charroterie, St Peter Port, GY1 1FH

Tel. 01481 733000

E-mail: [schooladmissions@gov.gg](mailto:schooladmissions@gov.gg)

### **OUT OF CATCHMENT AREA STUDENT (OCAS) APPEAL FORM**

If you have applied for

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

you may seek permission to appeal against the decision of the Administration and Procurement Manager to allocate your child a place at a particular school.

The Appeal Form must be submitted in writing and not by email. The completed form, along with any additional information a parent/carer may wish to include, must be returned to the Director of Education, at the address above, within four weeks of the date of issue of the allocation notification letter.

Additional information on OCAS placements and the appeal process is available at [www.gov.gg/schooladmissions](http://www.gov.gg/schooladmissions).

**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? Yes                      No
Allocated School (The school at which your child has been placed)		School Year Group (e.g. Reception)
PARENT/CARER DETAILS		
Title	Initials	Surname
Relationship To Child		
Current Address		
Postcode		
Home Tel. No.	Work Tel. No.	Mobile Tel. No.

**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 Services concerning your appeal will be attached to this form and circulated to the Appeal panel.

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**Date**

**Signature**

**For office use only:**

Date Appeal Form received:

Date Acknowledgement Letter sent: