



**Legal Services
Licensing and Registration Section**

Appeal against decision to refuse a placing request application

You can complete this application form in Adobe Acrobat and print it out, or print it out and complete it by hand, using block capital letters. Return the form to: **Head of Administration and Legal Services, Floor 13, Council Offices, Almada Street, Hamilton, ML3 0AA**

Remember:

- You must appeal within 28 days of receiving a note of the decision in respect of your placing request application.
- Only one placing request can be considered at any time. You must not submit a further placing request while the appeal process is ongoing.

Parent(s) full name(s)*:

Child's full name:

Your home address:

Postcode:

Day time contact number and/or email address:

Indicate preferred option for contact (please tick)

email phone letter

Placing request school name:

Catchment school name:

Your application has been refused on one or more grounds. Refer to your letter for the grounds of refusal and complete the following.

Please give full details of your reasons for appeal (continue on a separate sheet if necessary)

Before completing this form we would recommend that you seek your own independent legal advice, for example, a Solicitor or Citizens Advice Bureau.

Declaration: I/we are appealing on one or more of the above grounds.

Signed:

Date:

Print name in full:

Signed:

Date:

Print name in full:

For more information, or if you want this information in a different format or language please phone 01698 454023 or email educationappeals@southlanarkshire.gov.uk

****parent** includes guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section 1(3) of the Children (Scotland) Act 1995) in relation to, or has the care of a child.**