



The Totteridge Academy Admission Appeal Form

This form is to be completed and returned to the admissions officer at the address at the bottom of this form

PLEASE USE BLOCK CAPITALS

Section 1

If successful, I would like my child to be admitted

Now

September

Other _____

(please tick appropriate box)

(please specify)

Section 2

Child's full name:	
Date of birth:	Male/Female**
Parent(s)/Carer(s) title, initial and surname:	
Address:	
Postcode:	
Daytime Telephone Number:	Mobile:
Evening Telephone Number:	
Child's current school:	

***Delete which does not apply*

Section 3

Please give details of other children in the family

NAME	DATE OF BIRTH	SCHOOL ATTENDING

Section 4

Below are examples of reasons why you may wish to appeal these are provided as a guide to assist you with the completion of the form. Please tick the box(es) that are applicable and give full details of the reason for your appeal. If you have other reasons for appealing please give full details below.

Sibling
(a sibling already attending the Academy)

Personal / Compassionate
(you may wish to give the name of an Education Social Work Officer or Social Worker who will provide a report of your family’s circumstances)

Please give further details and attach evidence to support your application.

(If necessary, please continue on a separate sheet and attach it to this form.)

Section 5

Will you attend the Appeal Hearing?	YES/NO**
Will anyone accompany you to the Appeal Hearing?	YES/NO**
Will you need an interpreter or signer at the Appeal Hearing?	YES/NO**
Will you require special arrangements for the Appeal Hearing?	YES/NO**

****Delete which does not apply and provide details below**

Please give details:
.....
.....

Signed _____ Date _____

Name: _____

**Please send this form to:
The Admissions Officer, The Totteridge Academy, Barnet Lane, N20 8AZ**

GDPR Privacy Notice

Why we are collection this information:
This information is being collected for the purpose of administering the admission process but may be used for the wider purpose(s) of the provision of education services.

Data controller:
The Data Controller for personal information held by The Totteridge Academy is United Learning Trust (ULT). ULT is registered with the Information Commissioner’s Office (ICO). The registration number is Z7415170.

The Company Secretary is the Data Protection Officer (DPO) and is responsible for ensuring that ULT complies with the Data Protection Law. They can be contacted on 01832 864538 or company.secretary@unitedlearning.org.uk.

The Director of Operations, is responsible for ensuring that the Academy complies with ULT’s policies and procedures in relation to Data Protection. They can be contacted by email (office@tta.org.uk) or by phone 020 8445 9205.

Data Storage and retention:

The Academy may hold the information that you provide in both computerised and manual record systems for one year post successful admission or closure of appeal.

Sharing of your data:

The information you provide may also be disclosed to any of the following: LB Barnet Admission Authority as well as any other relevant LAs and their Admission Authorities; other internal directorates; health care; education establishments; the DfE; courts and tribunals. Information will be held and used in compliance with the Data Protection Act 1998 and GDPR legislation.

Further information:

Our full Pupil and Parent Privacy notice for The Totteridge Academy, a United Learning Trust Academy, can be found [<need link to where it is on the website>](#).