

**WHITCHURCH HIGH SCHOOL  
SCHOOL ADMISSION APPEAL**

Appeal Number:

**ADMISSION TO SECONDARY EDUCATION: SEPTEMBER 2025**

**1.CHILD'S DETAILS**

Child's Full Name	
Child's Gender	
Date of Birth	
Current School Year	
Current School	

**2.SCHOOL**

School for which a preference has been expressed	WHITCHURCH HIGH SCHOOL
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**3.YOUR DETAILS**

Your Title	Mr / Mrs / Ms / Miss / Dr / other:
Your Full Name	
Your relationship to the child	
Any siblings of the child and their ages	
Current address	Postcode
Email address	
Contact telephone number	

**4.ARRANGEMENTS**

Are you going to attend the appeal hearing? It is better if you do attend.	Yes / No ( <i>Please circle</i> )
Hearings can be held virtually on Microsoft Teams or In-Person at a Designated Venue. Please indicate your preference.  (For any group appeals the first part will be in person, but we still need you to specify a preference for the second stage of the appeal, which is private and individual.)	Microsoft Teams / In-Person ( <i>Please circle</i> )  <i>If you do not indicate a preference your appeal will be scheduled on Microsoft Teams.</i>
Would you prefer the hearing to be held in Welsh or English?	Welsh / English ( <i>Please circle</i> )

Are you bringing an interpreter or do you need one for the hearing?	Yes I need one / No (Please circle)  If Yes, please state language and dialect required:
Hearings are held starting at 9.15am and finishing before 4pm Monday to Friday and usually last 1 hour (you will be given 2 weeks notice of the hearing date/time.)	Please provide dates and times when you are <b>not</b> available.

## 5. REASONS FOR APPEAL

1. Child is, or previously has been, looked after (in public care).
2. Child is subject to an Individual Development Plan (IDP), in which a specific school is named.
3. Child is on roll in one of Whitchurch High School's partner primary schools: Birchgrove Primary, Coryton Primary, Gabalfa Primary, Hawthorn Primary, Llanishen Fach Primary, Rhiwbeina Primary and Whitchurch Primary.
4. Child lives WITHIN the catchment area of the above partner primary schools with an older sibling attending Whitchurch High School at the time of their admission to the school, i.e., will be in Y7-Y11 in September 2025. Please give names and dates of birth of older children who will be on roll at Whitchurch High School when your child commences.
5. Child is not on roll at any of the partner primary schools but, by virtue of their address, would normally expect to be taught at one of these schools as they live in the catchment areas of the partner primary schools. Please provide Council Tax statement / recent utility bill / evidence of exchange of contracts / formal tenancy agreement.
6. Child lives OUTSIDE the catchment area of the partner primary schools with a sibling attending Whitchurch High School at the time of their admission to the school, i.e., will be in Y7-Y11 in September 2025. Please give names and dates of birth of older children who will be on roll at Whitchurch High School when your child commences.
7. Child lives outside the catchment area of the partner primary schools. Please provide Council tax statement and recent utility bill.

**Please submit all evidence supporting your case when you make your appeal. Where this is not possible, please send any additional paperwork that you wish to submit to the address below at least 7 working days before the hearing. Whilst it is possible to submit further papers after this deadline or to bring further items with you to the hearing, submitting late evidence could lead to adjournment or postponement of the hearing, to allow time to consider the additional paperwork.**

I wish to appeal against the decision of the Governing Body on the above grounds.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(You can type your name into this part as an electronic signature)

Print name \_\_\_\_\_

This form should be returned to Jonathan Davies, Assistant Headteacher, Whitchurch High School, Penlline Road, Whitchurch, Cardiff CF14 2XJ

Alternatively, you may email the completed form to:

[Yr7-11admissions@whitchurch.cardiff.sch.uk](mailto:Yr7-11admissions@whitchurch.cardiff.sch.uk)

If you are having any difficulty completing this form, please contact Legal Services for assistance ([Tel:02920872474](tel:02920872474)).

If you are struggling to understand the information contained in this form, please consider visiting one of Cardiff Council's various 'Hub' offices (details available from [www.cardiff.gov.uk](http://www.cardiff.gov.uk)), or alternatively visiting Oasis Cardiff at 69b Splott Road, Cardiff CF24 2BW.

*Privacy Notice: the information in or attached to this form will be used by the Cardiff School Appeal Panel for Whitchurch High School appeals related purposes and may be shared, as the law allows, with partner organisations, in particular, Cardiff Council's Education Department. It will be stored securely and only shared with those that are involved in the appeal process. A full privacy notice is available on the Whitchurch High School website.*