



St Mary's Primary School
The Street
Broughton Gifford
Melksham
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E: admin@broughtongifford.wilts.sch.uk
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Dear Parent / Carer,

Thank you for choosing St Mary's Primary School for your child. I am very sorry that you were unsuccessful in securing a school place for your child here and that you are now in the position where you are considering appealing this decision. I know and understand that this is a very distressing situation.

In order to explain our school's admissions policy and appeals procedure to you I would like to invite you to a meeting with me at school. Due to the current pandemic, this meeting will be on the telephone.

Before submitting your appeal paperwork please contact our Pupil Services Officer, Catherine Bridge, via email admin@broughtongifford.wilts.sch.uk and confirm the following to her:

- 1. Your name**
- 2. Your child's name**
- 3. Your postal address**
- 4. Your telephone number**
- 5. 3 possible dates/times that you would be available for a meeting**

Catherine will contact you following receipt of this information to offer you a meeting date and time. I anticipate that the meeting will last approximately 30 minutes.

At this meeting I will talk through the process which has taken place in allocating school places to children and why your child has not been offered a place here. I will also talk through the appeals process and give you the school's appeals paperwork that you will need in order to lodge an appeal.

I look forward to meeting with you very soon.

Yours sincerely

Pauline Orchard

Headteacher