Annexure A
Western Cape Education Department
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Appeal form

PART 1: Parent/Guardian

I, ..., parent/guardian of ..... in Grade ……
at ..... *(name of school)* wish to appeal against the promotion/progression decision made about my son/daughter for the following reason(s): ……
.....
.....
.....
.....
.....

Contact details of parent/guardian	**Postal address:**	Cell no.: ..... Home tel. no.: ..... Work tel. no.: ..... Email:	
Signature:	.....	Date:	..... / ..... / 20.....

PART 2: Principal

I, ..., principal of ..... have established an investigating team for the above appeal and have used the educators' files, evidence of learning, learner profiles and evidence of interventions based on the Screening, Identification, Assessment and Support (SIAS) process. The minutes of the process that was followed by the investigating team are filed and available to district investigating officials.

Based on the investigation:
(Please tick (✓) in the appropriate box.)

	The original **decision of the school** is overruled, i.e. the learner **will** be allowed to progress or be promoted to the next grade.
	The original **decision of the school** is upheld, i.e. the learner **will not** be allowed to progress or be promoted to the next grade.

Reason(s):	…… …… …… …… …… …… …… …… …… ……		
Signature:	……	Date:	……. / ……. / 20…….

PART 3: Parent/Guardian			
I, ……, parent/guardian of …… have received the outcome of the appeal at school level. I hereby: *(Please tick (✓) in the appropriate box.)*			
	ACCEPT the original decision of the school.		
	DO NOT ACCEPT the original decision of the school and would like to appeal to the **district director.**		
Reason(s):	…… …… …… …… ……		
Signature:	……	Date:	……. / ……. / 20…….

PART 4: Assessment and examination coordinator
I,……, assessment and examination coordinator of the …… (district), have established an investigating team for the above appeal. Based on the investigation: *(Please tick (✓) in the appropriate box.)*

	The original **decision of the school** is overruled, i.e. the learner **will** be allowed to progress or be promoted to the next grade.		
	The original **decision of the school** is upheld, i.e. the learner **will not** be allowed to progress or be promoted to the next grade.		
Reason(s):	…… …… …… …… …… …… …… …… ……		
Signature:	……	Date:	……. / ……. / 20…….

PART 5: District Director			
I, ……, director of the …… (district), have investigated the above appeal and have decided that: *(Please tick (✓) in the appropriate box.)*			
	The original **decision of the school** is overruled, i.e. the learner **will** be allowed to progress or be promoted to the next grade.		
	The original **decision of the school** is upheld, i.e. the learner **will not** be allowed to progress or be promoted to the next grade.		
Reason(s):	…… …… …… …… …… ……		
THIS DECISION IS FINAL.			
Signature:	……	Date:	……. / ……. / 20…….