

APPEALS PROCEDURE

The Appeal hearing will follow the procedure given below. This will provide an opportunity for both the representatives of the school and the parent/legal guardians' cases to be heard and examined by the Panel.

In a Voluntary Aided school the Governing Body are the Admission Authority.

Parent/legal guardian may choose to ask a friend to accompany or represent them at the hearing. However this cannot be a member of the Admission Authority to which the parent/legal guardian is appealing or a locally elected politician.

**For multiple appeals – see additional notes overleaf.

**For infant Class Size Appeals – see overleaf

Order of the Hearing:

1. The Chair of the Appeal Panel will introduce everyone and explain the procedure.
2. The Governing Body's representative will be asked to present the case for the Governing Body.
3. The parent/legal guardian will have the opportunity to question the Governing Body's representative.
4. Members of the Appeal Panel will have the opportunity to question the Governing Body's representative.
5. The Appeal Panel will adjourn and decide whether the school has proved that it is full.
6. If the Panel decide that the school is not full, the appeal will be allowed. If the Panel decide that the school is full the hearing moves on to the second stage.

Second Stage :

7. The parent/legal guardian will be asked to present their case.
8. Members of the Appeal Panel will have the opportunity to question the parent/legal guardian.
9. The Governing Body representative will be given the opportunity to question the parent/legal guardian.
10. The Governing Body representative will be asked to sum up their case.
11. The parent/legal guardian will be asked to sum up their case.
12. The Governing Body representative and the parent/legal guardian leave the room. The Appeal Panel will make their decision.

13. The decision of the Appeal Panel is final and binding. The decision will be communicated in writing by the Clerk within 3 working days – this may be longer for multiple appeals.

Multiple Appeals:

Multiple Appeals Hearings are sometimes used when a school has several requests for appeals at the annual round of admissions each summer.

When this happens the procedure will be slightly different, although the general principles and outline overleaf remain the same.

1. The Governing Body will present the case for the school to all parents/legal guardians at once. This will usually be an evening meeting and all parents/legal guardians will be invited.
2. The parents/legal guardians will have the opportunity to question the Governing Body's representative.
3. Members of the Appeal Panel will have the opportunity to question the Governing Body's representative.
4. The Panel will adjourn and decide whether the school has proved that it is full.
5. If the Panel decide that the school is not full, the appeals will be allowed. If the Panel decide that the school is full the appeal moves to the second stage.
6. With multiple appeals the second stage individual appeals will be held on another day following the presentation of the school case. Parents/legal guardians will be informed of their individual hearing date and time.

Infant Class Size Appeals :

Infant classes, that is classes with children of 5, 6 and 7 years old, cannot hold more than 30 pupils. Therefore the conditions at appeal are different and the Panel can only uphold an appeal in limited circumstances. See paper – *Infant Class Size Appeals*.