

COMPLETING THE NOTICE OF APPEAL

The following notes will help you to fill in the form.

Section 1, 2 and 3

These ask for details of the child on whose behalf you are appealing.

Section 4, 5, 6

These sections are for your details as the parent or guardian who is making the Appeal.

Section 7

This asks what school or nursery your child attends at present (if applicable).

Section 8a

If you wish your Appeal to be decided on the basis of a written statement you should tick box (a) and complete section 12, deleting the appropriate part of the heading.

At least 7 days before the appeal hearing the Chair of Governors will forward you a written statement replying to the reasons you have given in support of your Appeal. These written statements will be considered in private by the Appeals Panel and you will be notified of the decision as soon as possible.

Section 8 (b) (c) (d)

If you wish to put your case to the Appeal Panel yourself or be represented by a friend, professional adviser or interpreter, you should tick the appropriate box. You should complete section 12, deleting the appropriate part of the heading.

Section 9

If you are to be `represented`, the name and address of your representative should be given in this section. Any further correspondence relating to the Appeal will then also be sent to your representative.

Section 10

If you are attending the Appeal in person please give details of any dates when you would be unavailable.

Section 11

If you or your representative is disabled please tick the box so that special arrangements can be made.

Section 12

Where the case is to proceed by written statement, set out the full case in support of your Appeal.

Where you intend to appear personally or be represented, you must give, in outline, the case you will presenting at the hearing.

Section 13

You must sign the form as being parent or guardian of the child on whose behalf the Appeal is being made.

APPEAL PANEL PROCEEDINGS

The Appeal Panel will be as informal as possible in front of an independent panel. The proceedings are normally as follows:-

- a) A Governor puts forward their case
- b) You and the panel may ask questions regarding their case
- c) You put forward your case with special reference to how an appeal may be decided (see decision criteria below)
- d) The Governor and the panel may ask questions regarding your case
- e) The Chair of the panel will summarise both cases and confirm the process for decisions.

APPEAL DECISIONS

The decision of the Appeals panel is binding upon the Governors.

Appeals against refusal to admit on the grounds of class size prejudice can be upheld only where an Appeals Committee is satisfied that one of the following conditions apply:

- The decision was not one that a reasonable Governing Body would make in the circumstances of the case
- That the child would have been offered a place if the admissions arrangements had been properly implemented.