

## HOW TO FILL IN YOUR APPEAL NOTICE

### NOTES FOR GUIDANCE – Please read these before filling in your appeal notice

#### YOUR RIGHTS

Parents have the right to appeal if they do not accept the decision of the Governing Body of a Church Aided School not offering a place at that particular school. To deal with appeals, special appeals panels will be set up and the Governors will have to abide by the committee's decisions. The administration of such appeal panels will be carried out by the Diocesan Board of Education.

It is likely that the appeals panel that will look at your appeal will consist of three members appointed by the Diocesan Board of Education. These must come from the following two categories:

- lay people who have no personal experience in the management of any school or the provision of education in any school;
- people who have experience in education; are acquainted with educational conditions in the area or who are parents of pupils at a school.

At least one panel member must fall within this last category. Alternatively the appeal committee could consist of five people. The appeal panel are independent of the Governing Bodies of the schools concerned.

#### THIS APPEAL NOTICE AND WHAT TO DO WITH IT

The Education Act 1980, which gives you your right of appeal, also says that your appeal must be in writing and you must state the reasons for your appeal. The attached form has nine simple questions that are aimed at finding out some basic information.

If you wish to appeal, you must answer each of the nine questions and send the completed notice to the Clerk to the Appeals Panel at the Diocesan Board of Education, St Martins House, 7 Peacock Lane, Leicester LE1 5PZ.

#### HOW THE APPEALS ARE HANDLED

A week before the date of your Appeal Hearing, each member of the appeals panel will be sent a copy of your completed Notice of Appeal and any other supporting documentation you may have submitted. By doing this we have found that parents do not have to go over everything they have written but can concentrate on the important points.

The emphasis is very much on informality. The appeals panels are not open to the public or press and we regard them as strictly confidential. The aim is to give parents a fair opportunity to put their point of view to the appeal committee. Appeals will be heard during the day and you will be informed of the date and your allocated time.

Sometimes there are a number of appeals for the same school. In that case, we try to arrange for the same appeal committee to deal with all the appeals for that school; if there are a lot of appeals for the same school, the appeal committee will probably have to meet on more than one day but, in any event, it will not reach a decision until it has listened to all those appeals.

The emphasis is on informality and you will have a fair opportunity to tell the appeal panel why your appeal should be allowed and you will be able to ask questions. The appeal panel may wish to ask questions, if they want to clarify something you have said, but again the aim is to be as informal as possible.

To help us with the administration and to ensure the smooth running of your appeal hearing it would be helpful if you complete questions 7 and 8.

### **WRITTEN REPRESENTATIONS**

You do not need to attend the Appeal Hearing to put your case. The Panel can, if you wish, consider your appeal on your written submission and the comments of the Governors. The fact that you are not present when your appeal is looked at will make no difference – the Appeal Panel will be advised that they must give equal attention to all appeals whether or not the parent or guardian is there.

If you wish to have your appeal dealt with in this way please indicate at question 7 by ticking the appropriate box.

### **ATTENDING THE APPEAL HEARING**

The other three options of question 7 cover someone coming along to the appeal hearing – yourself, yourself and partner/friend or yourself and a representative.

If you say that you wish to attend the Appeal Panel and then do not attend, the Panel can decide your appeal in your absence on the basis of any written information you may have sent us beforehand.

## REASONS FOR APPEALING

This is your chance to put forward your views – the members of the Appeal Panel will each receive copies of your submissions in advance of the meeting, as will the school. This allows the Panel to have a picture of why you are appealing prior to the Hearing. It is important therefore to answer Part 9 as fully as possible. In writing down your reasons for appealing please note:

- Unless you tell us about it, neither we nor the Appeals Panel will know about what you have said to the Governors in your initial application for your child to be admitted in the school of your choice. We have not been involved in the admissions process before this stage so it is important to put forward all your points in your appeal submission even though you may have covered them in your initial application.
- If you enclose original documents with your Notice of Appeal and would like them back, please tell us and we will copy them and return them to you.
- It is important that you cover in your reasons for appealing all factors that you feel will convince the panel to allow your appeal; unless you tell them they will not know about any factors that might make your case special.
- The Appeals Panel is independent of the Governing Body of the schools. They do not have to apply the same criteria as the Governors in deciding priority and will make their decision based on all facts presented to them from both yourself and the school.

For your information: The Clerk to the Appeals Panel is independent of the schools and has no say in the decision making of the Panel. It is his/her job to ensure that the School Admissions Appeal Code 2012 is followed correctly.

We hope that all of the information contained in this paper answers any questions you may have but if not please do not hesitate to contact us:

Tel: 0116 2615350

Email: [Kerry.miller@leccofe.org](mailto:Kerry.miller@leccofe.org)

Write to: Diocesan Board of Education St Martins House 7 Peacock Lane Leicester LE1 5PZ