



## IN-YEAR APPEAL GUIDANCE NOTES

1. In-Year Appeals for the 2024/25 academic year should be sent directly to the school and can be made at any time from 1<sup>st</sup> July 2024 through to 9<sup>th</sup> June 2025. Appeals received later than Monday 9<sup>th</sup> June 2025 will not be heard until the following academic year.
2. The school will not be responsible for any paperwork not delivered due to underpaid postage. **If you are sending your paperwork by mail, please ensure you affix the correct postage for the size of envelope you use.**
3. An independent Appeals Panel will hear your appeal. You will be informed of the date, time and format of the hearing, together with an outline of the procedure to be followed at the hearing. The aim is for appeals to be considered fairly and, as far as possible, in an informal manner. Your Appeal will be held via Zoom and full details will be sent to you.
4. If you need support accessing your online Appeal hearing, either with technology or due to a disability or disadvantage, please make us aware as soon as possible, providing details of the support required, if you have not already done so in your Notice of Appeal document.
5. At least 7 school days before the appeal each member of the appeal panel will be sent a copy of your completed Notice of Appeal and any other supporting documents which you may have chosen to send with it. **Remember you need to provide 6 copies of all documentation.**
6. You have the right to appear before the Appeals Panel and to speak in support of your written reasons for the appeal. You may also be accompanied by a friend or be represented.
7. If, having indicated that you wish to speak at the hearing, you fail to attend, and offer no reasonable explanation; the appeal will be decided upon the written information before the Panel. Only in exceptional circumstances will it be possible to offer another time for the hearing.
8. If you wish to withdraw your appeal, this must be done in writing and, to assist in the processing arrangements, withdrawals should be submitted to the Clerk to the panel or the Admissions Officer at the School as soon as possible.
9. Reasons for appealing

This is your opportunity to put forward your views as outlined in the School Admission Appeal Code 2022. As previously mentioned, each member of the appeal panel, in advance of the meeting, receives copies of anything you send in support of your point of view. In this way the panel will know why you are appealing. It is therefore important that you complete Section 3 as fully as you can. In writing down your reasons for appealing, you should bear in mind the following points:

- The appeal panel will consider cases to override the outcome of the admissions process. They will take into account the appellants' reasons for expressing a preference for NSB.
- The appeal panel have nothing to do with the admission process, therefore it is up to you to put forward all your points.
- If you enclose original documents with this appeal form and you would like them back, please enclose a stamped addressed envelope (with sufficient postage for the size and weight of the papers).
- The appeal panel will form its own view of any individual case. It will consider the circumstances of individual children in detail and with care, based on all the information put before it.

10. The decision of the Appeal Panel is final.

11. Any attempt to lobby any member of the Appeal Panel may result in the disqualification of your appeal.

12. The Appeal Panel will have the services of an independent Clerk. The Clerk will keep extensive notes of the proceedings and will record the attendances and all decisions made, and the grounds on which they are made. All such documents shall be confidential to the Panel.

13. If you have a complaint about maladministration on the part of the appeal panel, appellants may write to complain to the agency appointed to investigate complaints about Academies on behalf of the Secretary of State. Currently this is the Education and Skills Funding Agency (ESFA).

\* *The Secretary of State may consider whether:*

- *the panel was correctly constituted by the admission authority; and*

- *the admission authority has acted reasonably in exercising functions in respect of the appeals process or failed to discharge a duty in relation to that process.*

\* *extracts from the School Admission Appeals Code.*