

How to: run an effective admissions appeals panel

Evidence Pack for an Admissions Appeal Panel

The evidence in the pack will vary depending on the circumstances but here is a list of what it might contain.

It is important that the pack is organised in a logical order and clearly numbered so that information referred to during the panel meeting is easy to locate. It is also important to ensure that any sensitive information about other staff or pupils is redacted.

Section	Contents	Comments
1	Index Agenda	Organising evidence in agenda order is helpful. Agenda should state venue, time, order of the meeting and the names of all those attending.
2	Policies	Admissions policy/s and any other policies as referenced in either party's case.
3	Evidence on behalf of the school	Details of how the published admissions arrangements and co-ordinated admissions scheme specifically apply to the appellants application for a school place The reasons for the decision to refuse the application for a school place Details of how the admission of an additional child(ren) would cause prejudice to the provision of efficient education or efficient use of resources. Copies of all correspondence (if any) relevant to the admissions appeal not otherwise listed above
4	Evidence on behalf of the parent	The parents must be provided the opportunity to submit further evidence not submitted with their appeal, with a clear deadline provided for advance submission and confirmation that evidence not submitted by the deadline might not be considered at the appeal.