How to: run an effective admissions appeals panel

Flowchart of steps to be taken

1. •Yr 7 admissions appeal lodged by parents
2. •Admissions authority/clerk arranges an independant panel hearing to take place within 40 days of the published deadline for lodging appeals
3. •The admissions authority/clerk ensures all panel members are eligigble, independant, impartial and fully trained
4. •No later than 10 school days prior to the hearing the clerk provides appellants with confirmation of the hearing details, the deadlines for submission of evidence and a request for details of intended witnesses/representations
5. •Circulation of papers to the panel and both parties, including confirmation of panel constitution must be provided in advance of the hearing and within a reasonable timeframe. (Recommendation = at least 5 days before the hearing)
6. •Appeals hearing takes place and must be held in private with no party left alone with the panel. The clerk should be present at all times
7. •The clerk maintains an accurate record of the hearing via meeting minutes detailing proceedings, attendance,all points raised, reasons for decisions and voting
8. •The outcome is provided in writing, including the reason for the decision and signed by the chair or clerk and to the appellant, admissions authority and local authority
9. •Notes and records of proceedings must be kept securely by the admission authority for a minimum of two years