

How to: run an effective admissions appeals panel

The order of proceedings

It is the responsibility of the clerk to notify all parties of the order of proceedings in advance of the hearing.

An example agenda is provided below:

- 1) Case representation - Admissions authority
- 2) Opportunity for questions - to the Admissions authority
- 3) Case representation - Appellant
- 4) Opportunity for questions - to the Appellant
- 5) Summary/Case close - Admissions authority
- 6) Summary/Case close - Appellant

Where multiple appeals are heard in groups it is a requirement of the panel to ensure the admissions authority presenting officer does not provide any new evidence in later appeals. To support this, the panel can request that the presenting officer delivers their representation at the beginning of the hearing in the presence of all appellants then allowing the appellants cases to be held individually.

Please note: when this is the process be sure to reflect this in the supporting agenda.