

Proposed procedure

1. Refusal of school place letter is issued providing details of a link to the schools admissions page on the Council's website.
2. Appeal submitted
3. The clerk will then contact the appellant (ie the person submitting the appeal) in line with the amended timetable and advise of the new appeals procedure due to COVID-19, the letter will include information from website as mentioned at (1) above. The appellant will be given the opportunity to submit additional evidence if they wish and will be informed of the deadline to do so. Unless they submit this within the deadline the Appeals Panel may not be able to consider it when making a decision. Appellants will also be informed that any evidence from third parties should also be submitted at this stage and that the clerk/Appeals Panel are not able to make these enquiries on behalf of the appellant. All submissions should be in writing – preferably by email but, where this is not possible, by post.
4. All appeals will be heard on written representations only. Appellants must contact the clerk if they do not feel able to submit a full appeal in writing and the panel will then give a direction on this aspect.
5. The appellant will then receive notification of the date of the appeal hearing along with the admissions authority submission at least 14 days before the hearing. The Appeals Panel will also be sent the admissions authority submission within the same timeframes. If the Panel members have any questions of the admissions authority they will e-mail the clerk. A deadline for appellant questions will be issued along with a reminder of the deadline for submitting additional evidence
6. Any questions for the admissions authority will be sent to them by the clerk.
7. At least 7 days before the hearing all the relevant papers (i.e. appellant's submission, admission authority submission, all questions and answers of the admission authority submission will be sent to all parties.
8. The Hearing. The panel should meet by telephone or video conference in the presence of a legal clerk and a note taker to determine the outcome of the appellants written case. If further questions arise from the panel or legal clerk for the Admissions Authority or appellants, that are *pertinent* to the decision, they may be asked by telephone or video conference in the presence of the Panel. The Panel will then reach a decision in the same way as is prescribed in the Appeals Code.
9. Decision letters should be sent out by post within 7 days of the hearing, or finalisation of the determination of the appeal, wherever possible.