GUIDANCE NOTES FOR PARENTS

WHAT HAPPENS PRIOR TO THE APPEAL MEETING

- Please note that it is your responsibility to submit any additional evidence which you wish to be considered by the panel, at the time you return the appeal form. **Please refrain from attaching large enclosures, photographs and documents containing many pages. If you feel that such evidence is an essential part of your appeal, please contact the Clerk to the Appeals Panel, c/o the College.**

- You have a right to appear before the Panel in person and put your case to it. The Panel may allow you to be accompanied by a friend or bring someone with you to speak for you. It is seldom necessary or appropriate for you to be legally represented. If, however, you do intend to be represented or accompanied by an advisor, you should inform the Clerk in advance.
  NB. It is not necessary for your child to attend the hearing.

- An appointment time, date and venue location will be given to you at least 10 days before the date.

- Before the meeting which deals with your appeal, you will be sent a written statement which explains why your child has not been allocated a place at St John Plessington Catholic College.

WHAT HAPPENS DURING THE APPEAL MEETING

- Appeals are held in private. The Chairman at the meeting which deals with your appeal will explain to you who else is present at the meeting. The Panel will consist of three members.

- The representative for the School Governors will give the Governors' case

- You will then have an opportunity to ask the Governors' representative questions. The members of the Panel may also wish to ask him/her questions.

- The next stage is for you to put your case to the Panel. Once you have presented your case, the Governor's representative and members of the Panel may ask you questions about the appeal.

- The Governor's representative will sum up his/her case.

- You will then have the opportunity to sum up your case if you wish to do so.

WHAT HAPPENS AFTER THE APPEAL MEETING

- The Panel makes its decision in private after the meeting. You will receive a letter informing you of the decision, within five working days of the meeting, or if more than one appeal, within five working days of the end of the panel hearings. The decision of the Panel is binding upon the Governors.