

OFFICIAL

APPENDIX 5

EDUCATION APPEALS OFFICE

Education Appeals Team
 Schools' Choice
 PO Box 579
 IPSWICH
 IP1 2BX

PLEASE KEEP THIS LETTER

Enquiries to: Appeals Team
 Tel: 01473 264218 /264219
 Email: educationappeals@suffolk.gcsx.gov.uk
 Web: <http://www.suffolk.gov.uk>
 Single 14
 Date: [Click and type date]

Dear [Click and type name]

RE: ADMISSION APPEAL HEARING

I can now confirm the details of your appeal are as stated below:

CHILD'S NAME:
SCHOOL:
YEAR GROUP:
DATE OF APPEAL HEARING:
Stage 1:
Stage 2:
VENUE:

Please read the following instructions carefully**TIMES**

If you are attending your appeal hearing (*see A Guide to School Admission Appeals*) you will need to **be available for both of the times stated above.**

If you do not arrive promptly at the time stated above, and have not contacted the Appeals Office to advise them of any exceptional circumstance that has delayed you, your appeal will begin in your absence.

- 1. Stage 1:** The Panel will begin by hearing the case from the Admission Authority. All parties present will be allowed to ask questions of the Admission Authority strictly relating to the written and verbal case of the Authority. This stage could last 30 - 45 minutes for a small hearing or 1-2 hours for a large appeal hearing.

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2. **Stage 2:** The Panel will go on to hear your personal case. This part of the appeal is confidential and held in private, and normally lasts between 20 – 40 minutes. This is your opportunity to talk about your child and why you are appealing against the Admission Authority's decision.

NON-ATTENDANCE

If you are unable to attend your appeal hearing, the Panel will consider the written reasons for appealing submitted by you. Its decision will be based on these written reasons. Please make sure that you have fully explained your reasons for appealing within the appeal form.

PAPERWORK

All paperwork relating to your appeal will be forwarded to you approximately 7 working days before the date of the appeal hearing, this will include:

- a. A front cover sheet giving the names of the Panel, Clerk and Admission Authority's representative. Individual children's names will not be printed on this sheet,
- b. A map to the venue,
- c. An appeal process explanation,
- d. The Admission Authority's statement of case,
- e. Catchment map (*showing distance*), and
- f. A copy of your appeal form, plus any additional information you have included which has been received in good time.

ADDITIONAL PAPERWORK

Should you wish to provide any further documents, information or evidence to support your case we would ask that you submit it to this office by 12 noon on **[Click and type date]**. This is to enable us to copy this information to the panel prior to the appeal hearing. However, if you are unable to meet this deadline you may take 5 copies of any additional documentation to the appeal hearing on the day. However, you should be aware that any additional documentation produced on the day may result in the panel adjourning the hearing to allow all parties to consider it.

WITHDRAWAL

If, at any stage, you want to withdraw your appeal, you can either call or email this office using details above. Please quote your child's full name, reference number and the school you are appealing for. Please make sure that you contact us at least 24 hours before the hearing date.

For further advice on appealing use the *Guide to School Admission Appeals*, or you can contact the **Advisory Centre for Education on 0808 800 5793**.

Unfortunately changes cannot be made to the date, times or venue specified in this letter.

Yours sincerely,

Education Appeals Office



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