# School Admissions Appeals Sold Service

**School Admissions – Highly experienced fully trained presenting officer**

Point of contact for both parents and schools for advice on admissions in relation to legislative process and legislative outcomes

Initial work with school to produce individual appeal application form and guidance notes.

Work collaboratively with school to produce a unique statement which is updated regularly to take account any changes within school.

Send acknowledgement receipt of the appeal form to parents, after receiving from school.

Prepare the paperwork for each individual appeal lodged, including ad-hoc distance measurements, App A (admissions criteria, FAQ Sheet, School Information crib Sheet with additional details of the school which the IAP may enquire about

Present the appeal on behalf of the school – answer questions from IAP/parents about school, clarify/question parent of second stage of hearing.

Advise school of appeal decision via email (refused or allowed, with full contact details if allowed)

Advise school of appeals withdrawn – to record for DfE stat return.

Assistance with responses to complaints/Ombudsman cases/MP letters regarding appeals and/or admission processes

Cost
£136.58 first appeal on any day
£47.27 per appeal thereafter in the same
£12.50 per cancelled/withdrawn appeal

Appellants receive at least 10 school days' notice of their appeal hearing.

Drafting and sending of decision letters as soon as possible after the hearing and within 5 school days

**Democratic Services – Highly experienced fully trained legal advice in all aspects of the process and independent panel.**

Acknowledgement of receipt of appeal notice and distribution of necessary paperwork to all parties.

Scheduling the appeal hearing.

Planning for interpreters where necessary – DS to pay and recharge the costs to school (no extra charge for arrangement of service)

Schools can organise their own interpreting service should they wish.

Any liaison with parents and schools prior to the appeal hearing, including being an independent source of advice.

Hosting of the appeal hearing, provide meeting room facilities within the council house for face-to-face hearings as a neutral venue for your appeals.

Providing a fully trained independent panel (IAP) to consider the appeal.

£126.07 per day

Should school opt to supply their own panel, there may be potential charges if the matter was referred following the hearing.

Servicing of the appeal hearing including provision of legal advice to the independent panel

Dealing with decision letters following appeal hearing

Liaison with the Local Government Ombudsman or Education & Skills Funding Agency in the event of any challenge to the decision

Cost
£162.84 first appeal on any day
£57.78 per appeal thereafter in the same day
£12.50 per cancelled/withdrawn appeal

For applications made in the normal admission round – appeals must be heard within 40 school days of the deadline for lodging appeals.

For late applications – appeals should be heard within 40 school days from the deadline for lodging appeal or within 30 school days of the appeal being lodged.

For in-year appeals – appeals should be heard within 30 school days of the appeal being lodged.

Costs for both services are only applicable if an appeal is heard – if an appeal is withdrawn before a hearing, the cancellation/withdrawn fee will be charged for the preparation work involved.