

PROCEDURE FOR CONSIDERING MULTIPLE SCHOOL ADMISSION APPEALS 2020

- 1) The Clerk to the Appeals Panel will contact all appellants to give them the opportunity to submit additional/supporting evidence to their original appeal form. All submissions should be in writing, preferably via E-mail to Education.SchoolsAppeal@darlington.gov.uk but, where that is not possible, by post to :-

The Clerk to the Admission Appeals,
Democratic Services,
Town Hall,
Darlington
DL1 5QT

All additional evidence should be received by the Clerk by 5.00 p.m on Monday 1st June.

- 2) At least 14 calendar days prior to the date of the decision-making hearing, the Clerk to the Appeals Panel will send out, where possible via E-mail, to the appellant, the Admission Authority's presenting Officer and the Appeal Panel members :-
 - (a) the appellants original written submission (including any additional documentation provided); and
 - (b) the Admission Authority's statement setting out the grounds for refusing the appellant's request for a school place for their child.
 - (c) The appellant will receive notice of the date of the appeal hearing.
- 3) The appellant to be given the opportunity to submit, in writing, to the Clerk, using the contact details above, any questions they may have and make any comments/observations on the Admission Authority's statement. A deadline (5 working days) will be provided by which to submit any questions and/or comments/observations.
- 4) The Admission Authority's presenting officer will be given the opportunity to submit, in writing, to the Clerk, using the contact details above, any questions they may have and make any comments/observations on the appellant's submission.
- 5) The Appeal Panel members will also be given the opportunity to submit, in writing, to the Clerk, using the contact details above, any questions they may have and make any comments/observations on the appellant's submission

and the Admission Authority's presenting officer's statement.

NOTE - IT IS IMPORTANT AT THIS POINT FOR ALL PARTIES TO SUBMIT ALL QUESTIONS TO ENABLE A CO-ORDINATED RESPONSE TO BE GIVEN

- 6) The Clerk will collate all the questions/comments and observations received from all parties and will share these with the appellant, the Admission Authority's presenting officer and the Appeal Panel members.
- 7) All parties in 6 above will be required to submit, in writing, to the Clerk using the contact details above, a written response to the questions asked. A deadline (5 working days) will be provided by which to submit responses to the questions.
- 8) On receipt of all the written responses, the Clerk will send out to all parties the responses. Any information or evidence not received by the deadline will not be considered. The appellant will receive notification of the Panel Members appointed to the Appeals Panel. This will be sent 5 working days in advance of the appeal date.
- 9) Any final comments must be received no later than three days in advance of the appeal date.
- 10) The Appeals Panel will meet to confer and make a decision on each individual appeal following the two stage process as specified in the [School Admission Appeals Code](#), in the presence of the Clerk to the Panel.
- 11) The Clerk will write to the appellant within 7 calendar days of the Appeals Panel making their decisions confirming the Appeal Panel's decision with its reasons.