



Resources Customer Service Team

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SCHOOL ADMISSION APPEAL PANELS

Thank you for expressing an interest in volunteering to serve as a member of the independent appeal panels.

Hertfordshire deals annually with approximately 2,000 admission appeals from parents unhappy with the school that has been allocated to their child.

The main season for appeals is during the months of May to July following the allocation of secondary transfer and primary reception places. During the rest of the year appeals are received from parents moving into the area or wishing to transfer their children to a different school within Hertfordshire.

To emphasise the independence of the appeal process, appeals are heard at a number of 'neutral' locations throughout the county, most of which have parking, disability access and are accessible by public transport. Hearings should be held in a place that is reasonably accessible for parents and therefore the venue will normally be in the locality of the schools that are the subject of the appeal.

Panel members are appointed to one of two categories:

- Lay members – people who are without personal experience in the management of any school or provision of education in any school (except as a school governor or in another voluntary capacity);
- Experienced in education members – people who have experience in education, who are acquainted with educational conditions in the local authority area, or who are parents of registered pupils at school.

Those not eligible to serve are:

- Any member or employee of the local authority (other than as a teacher) and any person who has, or has ever had, any connection with the local authority or employee of the local authority, such that doubts might be reasonably raised over his or her ability to act impartially.

To ensure no conflict of interest occurs members are not asked to serve in the area in which they live and must not hear appeals for schools with which they have a connection.

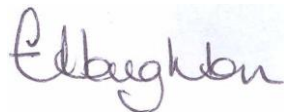
The amount of time needed for this work varies depending on the level of commitment individuals wish to give. Appeals are heard during the day in term time only, with the exception of the last week in July. We generally arrange a full day of appeals starting at 9.00am and finishing at approximately 5.00pm.

This is voluntary work but members are entitled to claim for their travelling expenses, the cost of their lunch and in some instances loss of earnings.

Please refer to our 'Guidance for parents' booklet, which explains the appeals procedure in more detail and the members work profile which outlines the requirements of the role. In addition, you will find more information at our website www.hertfordshire.gov.uk/schoolappeals

The recruitment process for these positions has now concluded for 2017. Therefore, although we welcome applications from interested parties please note that your information will be retained on file until such time as we are next recruiting.

Yours sincerely



**Liz Houghton (Mrs)
Independent Appeals Manager
Customer Services**

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