

NOTES

1. You are encouraged to attend the hearing of your appeal so that the Panel can discuss with you the particular circumstances of your appeal. If you wish to do so, tick Box A below. If you decide to attend you may do so with a representative or friend (see guidance note 6 attached). If you do not wish to attend, tick Box B below, and the Appeal Panel will decide your appeal in your absence on the basis of your written representations.

I wish to attend the appeal hearing

A

I do not wish to attend the appeal hearing

B

If you do wish to attend the appeal hearing but find that you are unable to do so, then please contact the school immediately.

2. This form, when fully completed, must be returned to:-

Clerk to Admissions Appeals Panel,
C/o Holcombe Grammar School,
Holcombe,
Maidstone Road,
Chatham
ME46JB

If you wish to appeal to the Appeal Panel then you are advised to do so not later than 3 weeks from the date of the decision letter sent to you.

GUIDANCE NOTES FOR PARENTS

KEEP THESE NOTES SAFELY. YOU WILL WANT TO REFER TO THEM IF YOU DO DECIDE TO APPEAL TO THE APPEAL PANEL

1. With regard to appeals relating to September admissions to Holcombe Grammar School, you should note that appeals against a refusal will be heard before the beginning of the new school year if this is administratively possible; if it is not, then the appeal will take place as soon as possible after the start of the school year.
2. The Academy will arrange for an Independent Appeals Panel to consider the Academy's reasons for refusal and your reasons for wanting to attend the Academy.

The Panel will consider the case put forward by you and the Academy, they must consider the admission arrangements for the Academy and the reasons why you want to attend that particular school. The Panel must exercise its discretion by balancing the weight of your argument (for wanting to attend) against the Academy's reasons for refusal i.e. the prejudice that one more student would cause to the education of the students already offered and the Health and Safety of all the students already attending the Academy, also taking into account the Academy's published admission arrangements.

The decision of the Independent Appeals Panel is binding on the admissions authority and the Parents.

3. If you wish to appeal to the Appeal Panel then you are advised to do so **not later than 3 weeks from the date of the decision letter**. Please send you appeal to:

Clerk to Admissions Appeals Panel,
C/o Holcombe Grammar School,
Holcombe,
Maidstone Road,
Chatham
ME46JB

If you do not receive an acknowledgement to your appeal form within 2 weeks of its submission please telephone (01634) 830083.

4. The School Appeals Panel is independent of the school and will consist of three members of each Panel; a Chair who has no connection with the Academy; a lay member who has no connections with the Academy which would undermine his or her impartiality and a Panel member with experience in education who also has no connection with the Academy.
5. Meetings of the Appeal Panel generally take place during normal office hours. If you do decide to make an appeal, further guidance about what happens at the meeting will be sent to you with a letter giving you notice of the date on which the Panel will hear your appeal. You will receive 10 school days notice of this date unless you have waived this right.
6. Please note that it is your responsibility to submit any additional evidence which you wish to be considered by the Panel. **Please refrain from attaching large enclosures, photographs and documents containing many pages.** ***If you feel any such evidence is an essential part of your appeal, you may bring it with you to the appeal hearing.***
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 to 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 adviser, you or your adviser should inform the Clerk in advance.

NB It is not necessary for your child to attend the hearing and he/she will not normally be allowed into the meeting.

7. Appeals are normally heard in private. The Chair at the meeting which deals with your appeal will explain to you who else are present at the meeting.
8. The Appeal Panel makes its decision in private after the meeting. You will normally receive a letter letting you know what that decision is within three days of the meeting. The decision of the Panel is binding upon the Authority.

For further information please contact:
Clerk to Admissions Appeals Panel,
C/o Holcombe Grammar School
Holcombe
Maidstone Road
Chatham
ME4 6JB