



Upton Hall School, FCJ

APPEAL PROCESS

1. The Appeals Panel will consist of three members who are independent of the School and Governors.
2. The appeals will be heard in the school during the Summer Term 2015.
3. An appointment time will be given to you at least 14 days before the date.
4. Before the meeting which deals with your appeal, you will be sent a written statement which explains why your daughter has not been allocated a place at Upton Hall School FCJ.
5. Appeals are, of course, held in private. The Chairman at the meeting which deals with your appeal will explain to you who else is present at the meeting.
6. At your appeals appointment you will be given a further opportunity to ask questions of the Governors' representative should you so wish.
7. The next stage is for you to put your case to the panel. The panel may also allow you to call witnesses if you wish. Once you have presented your case, the Governors' representative may ask you, and any witnesses that you call, questions about the appeal. The members of the panel may then ask questions of you and any of your witnesses.
8. The Governors' representative will sum up the Governors' case.
9. You will then have the chance to sum up your case if you wish to do so.
10. If you stated on your appeal form that you did not wish to attend the hearing then the appeal will be decided in your absence UNLESS you state in writing that you have changed your mind and now wish to attend. If you do not attend, the panel will reach its decision solely on the basis of what you have written on your appeal form and in any other documents which you may have sent to the panel. It is therefore in your interest to ensure that you give the panel as much information about your case as possible.
11. The panel makes its decision in private. You will receive a letter from the Clerk to the Appeals Panel letting you know what the decision is, when all the appeals have been heard. The decision is binding upon the Governors and the Parent/Guardian.