

LEWISHAM COUNCIL

PARTICULARS OF CANDIDATE FOR APPOINTMENT AS
MEMBER OF EDUCATION APPEAL PANELS

Please answer all questions

1. Full name Title.....
(Surname first, any previous surnames)
2. Contact details:
Address
.....Post Code..... Tel. No. Day.....
Tel. No. Evening..... E-mail
3. If you have ever been a school governor, please state when and at which school(s)?
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4. If you have child(ren) of school age, please state which school(s), and the year group(s) your child(ren) currently attend.
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5. Which schools (if any) have your child(ren) previously attended and when?
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6. Do you have any other experience of hearing education appeals?
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.....
7. Are you related to an employee of Lewisham Council? YES/NO
(Please delete as appropriate)
If yes, please give details
.....

8. Are you an elected member of another Local Authority? YES/NO
(Please delete as appropriate)

If yes which?

9. Are you related to an elected member of Lewisham Council? YES/NO
(Please delete as appropriate)

If yes, please give details

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10. Any additional relevant information

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I certify that the above particulars are correct.

Signature

Date

Information for Prospective Applicants

Appeal panels perform a judicial function and need to be transparent, accessible, independent and impartial, and operate according to the principles of natural justice.

Independent appeal panels are established so that a parent/guardian can appeal against a decision not to admit a child to their preferred school, or to appeal against a decision to exclude their child from school (admission). A parent/guardian also have a right to ask for a review of a Governing Body's decision not to reinstate their child after a permanent exclusion from school (exclusion)

What is expected in the role?

You are required to act independently of the local authority and the decisions they make are binding. An appeal panel's decision can only be overturned by the courts where the appellant or admission authority is successful in applying for a judicial review of that decision.

You will be part of a 3-person or 5-person panel that considers the evidence to reach a decision based on facts presented via written and oral submissions.

Training is provided to help you hear cases for admission and exclusion appeals. You will be supported by an independent clerk who provides advice on points of law and procedure and takes notes during the hearing.

Once fully trained, you can volunteer for as many appeal hearings as you wish and these are filled on a first come, first served basis.

- Exclusion and admission appeals are held throughout the year, with the majority of admission appeals being heard between May and July in time for children to start school in September.
- Appeals hearings normally take place during the daytime.
- You will be informed about appeal hearing dates, with a request to indicate your availability. When dates and timetable for appeal hearings are confirmed, you are expected to meet your obligations in regard to attendance.
- The confidentiality of information obtained through the appeal process **must** be respected and maintained.
- It is essential that you have no actual or apparent interest in any case which you hear. For that reason, panel members do not serve on panels for schools with which they have close contact. Nor do they serve on a panel hearing an appeal for any child who is a relative or family friend.
- A person employed by Lewisham Council cannot be a member of an appeal panel, unless their employment is as a teacher or teaching assistant.