Volunteer School Admission Appeals Panel Members Required

- Are you interested in education and want to get involved?
- Do you have excellent listening skills, have the ability to put people at ease and make balanced decisions?
- Would you like to become involved in an important, impartial service provided to parents and this school?

The role of a Volunteer School Appeals Panel Member may be for you.

The Panel:
The School Admission Appeals Panel is independent of the school and the Governing Body for this school, which hears appeals from parents or guardians if their child is refused a place at this school. The panel considers the evidence from both parties and then makes a decision on the issues in line with the law, regulations, codes and other guidance that affects appeals in England. The decision of the panel is binding on the school.

Eligibility:
The panel consists of three people, a chair and at least two others. One panel member must have some experience of education (e.g. a parent of a child at school, a teacher or somebody with experience of education) a second member must be a “lay” member (e.g. those without experience in education (except as a governor or in another voluntary capacity). All panel members must be independent of the school and the parties appealing. The panel is fully supported by a trained Clerk who is there to undertake administrative duties and advice on legal and procedural issues but is not part of any decision made by the panel. Enmore Primary School employees cannot be Appeal Panel Members.

Training:
All panel members must receive training and this is refreshed every few years. Training is arranged and paid for by the school.

Key Skills:
Panel members must be able to approach each appeal with impartiality and independence. They must be able to listen to each side and put people at ease so that they can present their case fully. They must appreciate that often it is an emotional process for the parents. The panel members must ensure that everyone is heard and the process is fair, based on evidence presented to them they must be able to make a balanced decision.

Time Commitment:
The appeals are arranged so that they are heard as and when an appeal is received, and a typical appeal can last approximately 1 hour plus additional reading of papers in advance. The number of appeals received can increase after April 16th each year, this is when parents/guardians are notified of the primary school their children have been allocated.

Expenses only:
Panel Members provide a very important volunteer service which is unpaid. However, Panel Members are entitled to expenses, such as travel when attending panel hearings and training.

Application:
Interested persons should apply in writing specifying the names, addresses, telephone number and e-mail of two persons willing to act as referees to:

Mrs. Sandi Anderson  sanderson@enmore.somerset.gov.uk
Business Manager, Enmore C of E Primary School, Enmore, Bridgwater, Somerset, TA5 2DX.
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