

**Education Act 2002**  
**School Admission Appeal Panels**

We would be grateful if you could help Norfolk County Council (NCC) with the aspect of the school admissions process relating to admission appeals.

When Children's Services has refused a child a place at the parent's preferred school, the parent has a right of appeal to an independent appeal panel. In accordance with Regulations, NCC must make arrangements for parents to appeal and part of that duty is to ensure that there are sufficient numbers of people to serve on these appeal panels.

Therefore, we would be grateful if you could bring this letter to the attention of the Governors, PTA members and parents and insert the enclosed advertisement in your next school newsletter

We would also be very grateful if you could arrange for the enclosed notices to be placed on notice boards for both parents and teachers.

We would like to take this opportunity to thank you in anticipation of your help and co-operation in this matter and I now look forward to hearing from you. If you have any queries please do not hesitate to contact Clare Brown on 01603 223028.

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## ***Wanted!! Someone like you!!***

Do you like to make a difference? Are you a decision maker? Have you got the odd day to spare?

Yes? I need people like **you\*** to sit on School Admission Appeal Panels.

Any parent whose child is refused a place at their preferred school because the school has reached its admission limit has the right to appeal against that decision. Appeal Panels consist of three or five people including at least one lay\*\* member and one person with educational experience. A Clerk is also present to record the meeting and provide legal advice.

*\*\*A lay member is someone without experience in the management or provision of education in any school (but they can have experience as a school Governor or as a volunteer).*

Appeals are held all over Norfolk and travelling expenses plus other expenses will be met (however, this should not be regarded as a paid post).

Training will be provided before you are asked to take part in any appeals, so you do not need to have had any previous experience of sitting on Appeal Panels. You will also need to attend subsequent training to continue to act as a Panel Member.

We will need to be able to contact you during the day.

Panel Members are not obliged to attend a minimum number of meetings per year and are only called upon in accordance with his/her availability.

We welcome applications from all sections of the community.

There is no age limit.

So, if you are interested in taking an active part in school admission appeals, I would love to hear from you.

To find out more, please contact me by 21/11/08 by emailing me at [clare.brown@norfolk.gov.uk](mailto:clare.brown@norfolk.gov.uk) or write to me at:

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*\*Please note, if you are employed by Norfolk County Council, you will not be eligible to sit on Appeal Panels.*