

## **Guidance Notes**

### **Appeals for Year 12 Admissions for September 2023 Entry**

1. The School will not be responsible for any paperwork not delivered due to underpaid postage. **If you are sending your paperwork by mail, please ensure that you affix the correct postage for the size of envelope used.**
2. If you would like an acknowledgement that your Notice of Appeal has been received, please enclose a stamped, self-addressed envelope.
3. An independent Appeals Panel will hear your appeal. Your Appeal will be held online via Zoom, and full details will be sent to you, including the date and time of the hearing, together with an outline of the procedure to be followed at the hearing. The aim is for appeals to be considered fairly and, as far as possible, in an informal manner.
4. At least two weeks before the appeal each member of the appeal panel will be sent a copy of your completed Notice of Appeal and any other supporting documents which you may have chosen to send with it. **Remember you need to provide 7 copies of all documentation.**
5. You have the right to appear before the Appeals Panel and to speak in support of your written reasons for the appeal.
6. Reasons for appealing

This is your opportunity to put forward your views as outlined in the School Admission Appeal Code October 2022. As previously mentioned, each member of the appeal panel, in advance of the meeting, receives copies of anything you send in support of your point of view. In this way the panel will know why you are appealing. It is therefore important that you complete Section 3 as fully as you can. In writing down your reasons for appealing, you should bear in mind the following points:

- The appeal panel will consider cases to override the outcome of the admissions process. They will take into account the appellants' reasons for expressing a preference for NSB.
- The appeal panel have nothing to do with the admission process, therefore it is up to you to put forward all your points.
- If you enclose original documents with this appeal form and you would like them back, please enclose a stamped addressed envelope (with sufficient postage for the size and weight of the papers).
- The appeal panel will form its own view of any individual case. It will consider the circumstances of individual children in detail and with care, based on all the information put before it.

7. You may elect not to attend the hearing and instead allow the appeal to be considered on the written statements. If you do so decide, then you should make this clear in writing, at the same time as you return your Notice of Appeal.
8. If, having indicated that you wish to speak at the hearing, you fail to attend, and offer no reasonable explanation; the appeal will be decided upon the written information before the Panel. Only in exceptional circumstances will it be possible to offer another time for the hearing.
9. If you wish subsequently to withdraw your appeal, this must be done in writing and, to assist in the processing arrangements, withdrawals should be submitted to the Admissions Officer at the School as soon as possible.
10. The decision of the Appeal Panel is final. If you have a complaint about maladministration on the part of the appeal panel, appellants may write to complain to the agency appointed to investigate complaints about Academies on behalf of the Secretary of State. Currently this is the Education and Skills Funding Agency (ESFA).
  - \* *The Secretary of State may consider whether:*
    - *the panel was correctly constituted by the admission authority; and*
    - *the admission authority has acted reasonably in exercising functions in respect of the appeals process or failed to discharge a duty in relation to that process.*
11. The Appeal Panel will have the services of an independent Clerk. The Clerk will keep extensive notes of the proceedings and will record the attendances and all decisions made, and the grounds on which they are made. All such documents shall be confidential to the Panel.
12. Please submit **7 copies** of your Notice of Appeal by post or in person to:

**Admissions Officer**  
**Northampton School for Boys**  
**Billing Road**  
**Northampton**  
**NN1 5RT**

\* *extracts from the School Admission Appeals Code.*