



The Northumberland Church of England Academy

Procedure for Appeals Against Allocation of Campus

General Information

Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing, and will receive, at least 7 days prior to the appeal, written documentation summarising the reasons for the allocation of the particular campus.

Parents are requested to submit their written documentation 7 days prior to the appeal.

If a parent does not attend the appeal, or is not represented by another person, the hearing will be held and the case dealt with in the absence of the parent using only the written documentation submitted.

The important requirements of the appeal hearings are:

- Appeals must be in writing stating the grounds on which the appeal is made
- Every parent has the right to attend the appeal hearing in order to make their case
- The parent can be accompanied by a friend or be represented by them
- The appeals are heard in private
- Any final appeal will be heard by a panel of Governors, whose decision will be final
- The decision of the Executive Director and the Governors is binding on both parents and the Academy
- Parent(s) will be informed in writing of the decisions of the Executive Director and the Governors

The Appeal Procedure for Executive Director Appeals

Parents are advised to attend the appeal in order to present their individual circumstances. However, if parents cannot attend they can be represented at the appeal by a friend or relative, or submit written documentation.

1. Admissions Registrar to inform parents of the procedure for the appeal hearing.
2. Representatives from the Academy to give reasons for the allocation of campus
3. Parent(s) will be invited to present their individual circumstances as to why their child should be admitted to a specific campus
4. The Executive Director will announce his decision.
5. Admissions Registrar will ask the parent(s) if they are satisfied with the way in which the appeal has been conducted.

6. Following the appeal hearing, the Admission Registrar will inform the parent(s) in writing, of the Academy's decision.
7. If the parent(s) are not satisfied with the decision of the Executive Director they may make a final appeal and must do so in writing to the Admissions Registrar within 14 days of being notified of the Executive Director's decision.

The Appeal Procedure for Governor Appeals

Parents are advised to attend the appeal in order to present their individual circumstances. However, if parents cannot attend they can be represented at the appeal by a friend or relative, or submit written documentation.

1. Admissions Registrar to inform parents of the procedure for the appeal hearing.
2. The Executive Director to give reasons for the allocation of campus and his decision to turn down the appeal
3. Parent(s) will be invited to present their individual circumstances as to why their child should be admitted to a specific campus
4. Academy representatives, parent(s) and friend(s) to retire from the room.
5. The Governors to make their decision on whether the child(ren) should be allowed to move to a different campus
6. The Governors will announce their decision.
7. Admission Registrar will ask the parent(s) if they are satisfied with the way in which the appeal has been conducted.
8. Following the appeal hearing the Admissions Registrar will inform the parent(s) in writing, of the Academy's decision.