

# Croydon Independent Appeals Service

## Guidance Note for Appellants

### Coronavirus (COVID-19): arrangements for School Admission Appeals

[The School Admissions \(England\) \(Coronavirus\) \(Appeals Arrangements\) \(Amendment\) Regulations 2020](#) came into force on Friday 24 April and a [guidance note](#) was published on 27 April 2020.

New legislation has allowed for the temporary regulations to apply until 30 September 2021. [The School Admissions \(England\) \(Coronavirus\) \(Appeals Arrangements\) \(Amendment\) Regulations 2021](#) came into force 31 January 2021 and the [guidance note](#) was published 1 February 2021.

The information below sets out the revised procedure for appellants using the Croydon Independent Appeals Service in accordance with the temporary regulations.

### Key changes for Appellants:

1. **How the hearings will be held:** Remote hearings will be conducted by video or telephone conference. If this is not possible, then the appeal may be considered based on the paperwork provided.
2. **When the appeals will be heard:** Appeals will be heard as soon as is reasonably practicable and in accordance with the deadlines set by the temporary regulations.

### The timeline prior to the hearing

1. You will receive an email to notice of the date of their appeal hearing at least **14 calendar days** before the hearing date and, where possible, up to 21 calendar days ahead of the date.

The email will include:

- The date of the hearing.
  - Information and a deadline on submitting supporting documents to be included in your casework.
2. You will receive an email to notify you of the time of your hearing with a copy of the agenda attached as a password protected PDF **7 calendar days** before the hearing.

This email will include:

- The time and date of the hearing.
- A password protected PDF agenda which includes yours and the Admission Authority's cases.
- A link and/or dial in number to access the remote hearing.
- We will offer a remote meeting test session with you to make sure that you can access the video or phone conference, which can be scheduled at a time convenient for you in advance of the hearing date.

### 3. Accessing the hearing on the day

You will access the remote hearing at the specified start time by clicking the video/audio link or you can dial into the meeting using a phone.

## Who will be present at the appeal hearing?

1. The Panel comprises the Chair and two other Panel Members.
2. You and anyone else you may choose to have present with you as a representative, adviser or interpreter or friend. Children are not encouraged to be present at the hearing and will not be permitted to speak to the Panel. Please ensure that you advise us at least 3 calendar days in advance of the Hearing if you will be having anyone additional attending with you.
3. A Presenting Officer from the Admission Authority and sometimes a representative from the school.
4. The Clerk to the Appeal Panel (to give guidance and advice to the Panel).
5. The Meeting Organiser who supports the remote hearing may join in the event of a technical glitch.

## What will happen on the day?

After joining the meeting, the following procedure will be followed:

1. **Introductions:** *The Chair will ask everyone to introduce themselves and will open the hearing.*
2. **Admission Authority present their case:** The Presenting Officer will explain why your child has not been given a place at your preferred school.
3. **Q&A on Admission Authority case:** You (or your representative) and the Panel may then ask questions about the statement made by the Presenting Officer.

4. **You present your case:** You (or your representative) will be asked to put your case. You should explain your reasons for wanting your child to attend the school. You should include all information that is relevant to your case.
5. **Q&A on Appellant case:** The Presenting Officer and the Panel may then ask you questions.
6. **Admission Authority to sum up their case:** The Presenting Officer will be asked if they wish to sum up.
7. **You to sum up your case:** You or your representative will then be asked if you wish to sum up. This is the opportunity to highlight the main reasons for your appeal or to add anything you may have forgotten.
8. **End of hearing:** *You, anyone accompanying you and the Admission Authority will leave the meeting.*

The Panel will then make their decision in private. The Clerk will remain to note the Panel's decision.

## **After the hearing**

You will receive an email detailing the decision on your appeal within **7 calendar days** of the hearing.

If you have any questions on this guidance, please contact the Croydon Independent Appeal Team at [Admission.Appeals@croydon.gov.uk](mailto:Admission.Appeals@croydon.gov.uk).