

THE FORM

The form provided with this leaflet has been produced to assist you in making your appeal.

THE APPEAL

The appeal will be heard in rooms adjacent to St. Andrew's Methodist Church, Morton Road, Slough, SL1 2QW. A letter will be sent to you at least seven days before your appeal stating the date and time it will take place and the procedure to be followed. The Governors' statement as to why your child has not been offered a place at Slough Grammar School (entitled Notification of the School's Case) will also be sent. In addition, you will receive a copy of your appeal form and any other information which you have supplied to the Clerk. The Appeal Panel will be circulated with exactly the same information.

THE MEMBERSHIP OF THE APPEAL PANEL

The Appeal Panel will consist of three persons, two of whom will be Independent and the other Lay as specified by current legislation. No member of the Panel will have been involved in the original decision not to allocate your child a place at Slough Grammar School.

WHO ATTENDS THE APPEAL

You have the right to attend the hearing and are allowed to bring someone to help with the presentation of your case. Normally the child whose appeal is being considered is not admitted. The hearing will last up to 15 minutes.

A person will attend to represent the school who will usually be either the Headteacher or a Senior Teacher from Slough Grammar School. Neither you nor the School's Representative is present with the Appeal Panel without the other. The Clerk, who is an independent source of advice on procedure, will be present throughout the hearing. If you do not attend the hearing, your appeal will be decided on the information available. Whether you attend or not, the Panel will consider the written evidence you have submitted.

PROCEDURE

Appeal hearings are conducted as informally as possible and the Chairman is responsible for the procedure which is as follows:

- ❖ The Chairman will welcome you and introduce the members of appeal panel and the School's Representative.
- ❖ The Chairman will outline the procedure to be followed.
- ❖ The School's Representative will present the School's Case, and you may ask questions if you wish.
- ❖ The Chairman will ask you to present your case. The appeal panel will already have all the written information you have submitted to the Clerk, which may include examples of Year 6 work in English, Mathematics and Science, and a recent school Report. Members of the Panel and the School's Representative may ask you questions.
- ❖ The Chairman will give the School's Representative and you the opportunity to sum up your case (without adding any new information) before he/she asks you to leave.
- ❖ The Clerk will remain with the Panel to record the decision.

The emphasis is on informality coupled with fairness.

THE DECISION

There are two stages:

Stage One - The School's Representative must satisfy the Panel that the School's published admission criteria has been properly applied in your case, in other words that the duty to allocate your child a place at Slough Grammar School does not apply:

- ❖ **Either** because your child gained the pass mark of 111 or more (averaged between the results of 3 individual tests of Non-Verbal Reasoning, Verbal Reasoning and Mathematics) but all the available places had been allocated to children who scored a higher mark or an equal mark but who, according to the published Admissions Policy, are a child in public care and/or live closer to that school.
- ❖ **Or** because your child failed to gain a score of 111.