

**Guidance Notes**  
**Notice of Appeal**  
**Year 12 Admissions for September 2020**

1. The Notice of Appeal must be received by the Admissions Officer at the School within 20 school days of the Local Authority's decision notification.
2. 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 you affix the correct postage for the size of envelope you use.**
3. If you would like an acknowledgement that your Notice of Appeal has been received, please enclose a stamped, self-addressed envelope.
4. An Appeals Panel will hear your appeal in June. You will be informed of the date, time and place of the hearing and you will receive any papers to be considered by the Appeals Panel, 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.
5. 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.**
6. You have the right to appear before the Appeals Panel and to speak in support of your written reasons for the appeal.
7. Reasons for appealing

This is your opportunity to put forward your views as outlined in the School Admission Appeal Code February 2012. 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.

8. 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.
9. 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.
10. 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.
11. 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.*
12. 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, in documents provided for this purposes. All such documents shall be confidential to the Panel.

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

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