

SERVICE LEVEL AGREEMENT 2023-2024

THE PROVISION OF A SCHOOL APPEALS SERVICE

Introduction

This agreement provides the framework for the provision of a school appeals service outlining the responsibilities of the Admissions & Transport Team and Democratic Services for any appeals arranged for an own admission authority school.

The overall aim is to ensure the provision of an efficient independent school admission appeals service meeting the statutory requirement of the School Admission Appeals Code of Practice.

1. SPECIFIC RESPONSIBILITIES

a) Admissions & Transport Team

- Responsibility for administering the School Admissions process and notifying Democratic Services of those parents who lodge a formal appeal for their preferred school[s] at the earliest opportunity, in order for Democratic Services to ensure appeals are arranged to meet the appropriate deadlines (within 40 days in the 'normal' admissions round and 30 days for in-year applications).
- To send an appeal memo to Democratic Services for all appeals with all details necessary including whether the appeal is ICS or future prejudice.
- To provide Democratic Services with a copy of the paperwork within 5 school days of the appeal being lodged for in year admissions.
- To provide Democratic Services with a copy of the paperwork after the 2nd round of allocations have been completed for bulk admissions.
- To provide Democratic Services with copies of the school statement and School organisation sheet within 14 school days of the appeal date.
- To inform the school of the appeal date and ask if a member of staff/Governing Body wishes to attend.
- To provide a presenting officer for each appeal for maintained schools.
- To provide information in respect of bulk appeals at the earliest opportunity in order for Democratic Services to start planning for appeals to start in early June to meet the 40 day deadline.
- To attend pre planning meeting with Democratic Services to arrange dates for the "bulk appeals each year".

b) Democratic Services

- To provide and arrange an independent school appeals service for Community, Voluntary Controlled and own admission authority schools when requested subject to team capacity
- To provide trained Panel members in line with the requirements of the School Admission Appeals Code of Practice.
- To provide a clerk for each independent appeal panel.
- To publish a school admissions appeals timetable on their website by the 28th February each year with dates provided by the Admissions team

- To ensure appellants receive at least 10 days' notice of their appeal hearing date.
- To arrange all in year appeals (in person or remotely) to be held within 30 school days of the appeal being lodged.
- In the normal admissions round, to arrange for all appeals to be held (in person or remotely) within 40 school days of the appeal being lodged.
- To ensure a decision letter is issued within 5 school days of the hearing to the parents and the Admissions & Transport Team.

2. **FINANCIAL AND BUDGETARY ARRANGEMENTS**

The Democratic Services Team will charge the Admissions & Transport Team for each appeal arranged for an own admission authority school. The charge for each appeal will be £230 (plus expenses) and charges will be made on a quarterly basis.

Costs for all mandatory training for Panel Members, in accordance with the provisions of the Code, will be re-charged to the Admissions & Transport team.

a) Cancellation costs

Where any action or decision by either party to the appeal (i.e. by the Academy or by the parent/s) necessitates the cancellation or postponement of a hearing, cancellation charges will be applied, in addition to the appropriate charge for any re-convened hearing as follows (plus any expenses already incurred):

- i. For appeals cancelled 15 calendar days or less before the hearing date - £100 per appeal plus any expenses incurred

This is to cover work that has already been undertaken in arranging appeals.

3 **PERIOD OF AGREEMENT**

The agreement will run from 1st April 2023 to the 31st March 2024 and will be reviewed on an annual basis.

4 **SIGNED**

Team Leader, Schools Capital Organisation Team

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Date...

Democratic Services Manager

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Date...