

Service: Appeals and Reviews

Prospectus Section: Finance, Business and Commerce

The central appeals clerking service provides the administration for the statutory process in relation to school admission appeals and exclusion reviews. The purpose of the service is to ensure an independent, impartial forum for parents and the admission authority to present their cases to an independent panel as required by law, the School Admission Appeals Code and DfE guidance “Exclusion from maintained schools, Academies and pupil referral units in England”

Service Title	How to make contact with service for discussion or to set up?	Specific details	Charge (To be reviewed annually)
Appeals clerking service	<p><i>Contact :</i></p> <p>Liz Houghton on 01992 588548</p>	<p>The service provides Academies with the following :</p> <ul style="list-style-type: none"> • Overall administration of the admission appeals and exclusion review processes, including parental guidance, appeal forms, notification of arrangements and outcome of appeal hearings with detailed reasons. • The services of independent clerks who have received comprehensive legal training to ensure that the requirements of the Appeals Code/guidance are met. • The organisation and payment of venues, including refreshments. • Advertise and appointment of panel members. • Annual training for panel members and regular review meetings for clerks and chairs. • Written briefings on changes to the Appeals Code/guidance, DfE circulars and reports on judicial review • Response and advice to parents about decisions made. 	<p>School Admission Appeals</p> <p>Charge per appeal lodged £168 + VAT</p> <p>Charges are capped at 60 appeals lodged, equivalent to £10080 + VAT</p> <p>Where appeals lodged exceed 60 in number, any over 60 will not be charged for</p> <p>School Exclusion Review</p> <p>£1,500 per review + VAT</p> <p>Judicial Reviews</p>

		<ul style="list-style-type: none"> • Responses to the Education Funding Agency enquiries following complaints from parents in relation to admission appeals and exclusion reviews. • Payment of travel and subsistence expenses to panel members, including loss of earnings where appropriate. 	<p>The cost of judicial reviews will be met 50% by the local authority and 50% by the Academy</p> <p>Timing of Charges</p> <p>Autumn term appeals will be charged for in January</p> <p>Spring term appeals will be charged for in April</p> <p>Summer term appeals will be charged for in September</p>
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The benefit of using the clerking service is that the Academy is compliant with DfE Codes and guidance by providing a totally independent and transparent appeal and review process.

Notification of changes in the way appeals are charged for

In previous years appeals were charged in bands. After comparing our charging model with other local authorities we have changed to charging per appeal lodged.

Charging bands are being replaced by per appeal charges across all leading local authorities. This compares favourably with rates from other authorities.

Hertfordshire County Council will continue to include both indemnity and venue costs within our charging model offering a very high value service.

Hertfordshire County Council is able to deliver a high value service at a low cost due to:

- The introduction of group hearings
- An increase in online appeals lodged, reducing administrative costs
- The use of more cost effective venues
- Improvements and efficiencies in business processes
- Reduced printing costs for publications by moving information online
- A reduction in the overtime required due to increased efficiencies

Exclusion Reviews

Please note that exclusion reviews are being reviewed in light of new guidance from the DfE entitled "Exclusion from maintained schools, Academies and pupil referral units in England." Hertfordshire County Council will include the cost of providing Special Educational Needs experts.