

NOTES OF GUIDANCE FOR PARENTS ON VOTING IN AN ELECTION

1. BALLOT PAPERS

- (a) You may only vote for 1 candidate by putting an X in the appropriate box. You should not put any other mark on the ballot paper. Each parent must vote on a separate form.
- (b) If you lose your ballot paper or it gets damaged, please ask the Headteacher for a duplicate.

2. RETURNING THE BALLOT PAPER

- (a) Completed ballot papers must be returned to the school by the end of the school day on Thursday 22nd February 2024. You may post your form to the school but it must be with the Headteacher by this date.
- (b) When the ballot paper has been returned to the school, it will be placed in a sealed box or container and kept securely to be opened on the day of the Count.

3. CONDUCT OF THE ELECTION

- (a) The Headteacher will act as Returning Officer at the school and will be responsible for conducting the election.
- (b) The candidate receiving the highest number of votes will be elected.
- (c) A register of voters will not be kept but the Headteacher will take all reasonable steps to ensure fairness in the election.
- (d) The election will not be invalidated if a person fails to receive or to return the ballot paper.

4. THE COUNT

- (a) The Headteacher will arrange for a count to be made in the presence of the candidates, or their representatives on Friday 23rd February at 9am and shall declare who has been successful in the election.
- (b) The Headteacher, in consultation with any of the candidates, if any are present, will decide on the validity of any dubious or spoilt papers.
- (c) In the event of a tie between two or more candidates to fill a single vacancy, the candidate with the youngest child in the academy will be appointed.
- (d) Ballot papers will be kept by the school for six months.

5. DECLARING THE RESULT

The Headteacher will inform all parents of the outcome of the election via the school's normal channels of communication – e.g. through a Newsletter and via Notice in the main School Entrance.