

LONDON BOROUGH OF HILLINGDON

DETAILS OF CANDIDATE FOR APPOINTMENT AS  
A MEMBER OF EDUCATION APPEAL PANELS – VOLUNTARY MEMBERSHIP

SURNAME: .....

FORENAMES: .....

DATE OF BIRTH: .....

TITLE: (Mr/Mrs/Miss/Ms or other, please specify) .....

ADDRESS: (Normal address where you can be contacted)  
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CONTACT: Home: ..... Business: .....  
Mobile No: .....  
E-mail: .....

Do you mind being contacted at work? **YES/NO/ONLY IN EMERGENCIES**  
**(Please delete as appropriate)**

OCCUPATION: (Former occupation if retired or currently out of work)  
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1. Why are you interested in becoming a member of the Education Appeals Panel?  
**(Please use separate sheet if necessary)**

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2. Are you employed by Hillingdon Council? **YES/NO**

If yes, please give details of Department.....  
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3. Please indicate below which category of membership you are eligible to apply for:

- (a) Member with direct education experience **YES/NO**
- (b) Member without direct education experience (Lay Member) **YES/NO**

4. If applying for appointment as a Member with direct education experience, please give brief details of your experience and knowledge of education and the reasons why you wish to be considered for a place on the Appeals Panel.

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5. If applying for appointment as a Member without direct education experience (Lay Member), please set out below any brief details you wish to give of any experience in a voluntary capacity, any involvement in local community groups or organisations active in Hillingdon and the reasons why you wish to be considered for a place on the Appeals Panel.

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6. Appeal hearings are held mostly during the day (sometimes late afternoon). **Please state your availability.**

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7. Would you be willing to chair a hearing for admission **YES/NO**  
**(Training will be provided)**

Please give details of any relevant experience of chairing meetings, etc.

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8. If you are a parent, please give name(s) of any school(s) your child(ren) is/are currently attending.

School: .....Year: .....

School: .....Year: .....

School: .....Year: .....

### EXCLUSION APPEALS

9. Are you or have you been a governor of a maintained school for at least 12 consecutive months in the last 6 years?

**YES/NO**

If yes, please state the name of the School and give dates:

School: .....From: .....To: .....

10. Are you presently, or have you been, a head teacher of a maintained school within the last 5 years, or a teacher in charge of a Pupil Referral Unit? **YES/NO**

If yes, please state the name of the School and give dates:

School: .....From: .....To: .....

11. Please indicate to which category(ies) of membership you are eligible to apply for with regards to Exclusion Appeals: **(Please read the enclosed Information Sheet)**

Lay (Chair): **YES/NO** Governor: **YES/NO** Headteacher: **YES/NO**

12. Appeal hearings are held mostly during the day (sometimes late afternoon). Please state your availability.

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13. Would you be willing to chair a hearing for Exclusion appeals **YES/NO**

Please give details of any relevant experience of chairing meetings, etc.

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I confirm that to the best of my knowledge and belief I satisfy the conditions to qualify as a Member of the Appeals Panel and that the information I have provided is correct.

**SIGNATURE:** ..... **DATE:** .....

**Completed forms should be returned to:**

**FAO: Democratic Services**

**By email: [educationappeals@hillington.gov.uk](mailto:educationappeals@hillington.gov.uk)**

**By post: Democratic Services, Phase II, London Borough of Hillingdon, Civic Centre, Uxbridge, Middlesex, UB8 1UW**

**ADMISSION APPEALS PANEL**

## **Composition of Admission Appeals Panel**

The appeal panels must have a minimum of three members at all times to hear the appeals and must consist of:

- at least one lay member. Lay members are people without personal experience in the management or provision of education in any school (though it is permissible to use people who have experience as governors of other schools, or who have been involved in education in any other voluntary capacity); and
- at least one person with experience in education, who is acquainted with educational conditions in the area, or who is the parent of a registered pupil at a school.

## **DISQUALIFICATION FROM MEMBERSHIP OF ADMISSION APPEALS PANEL**

The following persons are **not** eligible to serve as a member of Admission Appeals Panel:

- a) any member of the local authority which is making the arrangements or which maintains the school in question;
- b) any member or former member of the governing body of the school in question;
- c) any person employed by the local authority in a capacity connected with education, or the governing body of the school in question, other than a person employed as a teacher or as a teaching assistant;
- d) any person who has, or at any time has had, any connection with the authority or the school, or with any person within sub-paragraph c), of a kind which might reasonably be taken to raise doubts about his ability to act impartially in relation to the authority or the school; or
- e) any person who does not satisfy the training requirements as set out in the Appeals Regulations.

## **EXCLUSION APPEALS PANEL**

### **Composition of Exclusion Appeals Panel**

The LA must constitute the appeal panel and appoint a clerk.

Each panel must consist of (1 lay (Chair), 1 governor and 1 headteacher)

#### ***Chair***

**Must** be a lay member, defined as someone who has not worked in a school in any paid capacity, although they may be (or have been) a school governor or work (or have worked) in a school as a volunteer. The chair could, but need not be, someone with a legal qualification.

#### ***Governor***

**Must** be, or have been, a governor of a maintained school or a member of a management committee of a Pupil Referral Unit, provided they have served in this capacity for at least 12 consecutive months in the last 6 years (but must not be or have been in the last 5 years, a teacher, head teacher or teacher in charge of a Pupil Referral Unit).

#### ***Headteacher***

**Must** be or have been within the last 5 years, a head teacher of a maintained school or a teacher in charge of a Pupil Referral Unit. If the exclusion is from a Pupil Referral Unit then this representative can be either a head teacher of a maintained school, or a teacher in charge of a Pupil Referral Unit.

## **DISQUALIFICATION FROM MEMBERSHIP OF EXCLUSION APPEALS PANEL**

A person may **not** serve as a member of a review panel if they:

- are a member/director of the local authority/academy trust or governing board of the excluding school;
- are the head teacher of the excluding school or anyone who has held this position in the last five years;
- are an employee of the local authority/academy trust, or the governing board, of the excluding school (unless they are employed as a head teacher at another school);
- have, or at any time have had, any connection with the local authority/academy trust, school, governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality (though an individual must not be taken to have such a connection simply because they are employed by the local authority/academy trust as a head teacher at another school); or
- have not had the required training within the last two years.

## **GENERAL**

### **CONFIDENTIALITY**

The confidentiality of information obtained through the appeal process must be respected.

### **LINKS WITH A PARTICULAR SCHOOL**

You are asked to give details of any school with which you are actively involved, e.g. as a parent or as a governor. This is to ensure that we do not appoint you to a panel hearing appeal relating to that school.

### **FREQUENCY OF MEETINGS**

The majority of appeal hearings take place in May/June/July, when there are often two or more panels each weekday. For the rest of the year there are usually three or four panels arranged each month.

The amount of time spent hearing appeals will vary – panel members could have up to three days of appeal hearings for one school over a few weeks, others may only be asked to serve occasionally for in-year appeals. Panel members are asked to indicate how much time they are willing to offer when panel dates are being arranged.

### **TRAINING**

One day of training must have been completed before sitting on a panel.

### **ALLOWANCES FOR APPEALS PANEL MEMBERS**

This is purely a voluntary role and no payment is made, but appeals panel members are eligible in certain cases to receive allowances for financial loss, travel and subsistence. Refreshments will be provided for panel members throughout the day. Please ensure you advise us of any dietary needs. Free car parking is available at the usual venue.