

Phone:

Email: appeals@lancashire.gov.uk

**Our
ref:**

Date As supplied

Dear Parent/Guardian,

Format of your school appeal

I am writing because you have indicated a wish to appeal against the decision not to allocate your child a place at your preferred school.

The usual arrangements at this time would be to invite you and a representative of the school concerned to present your respective cases to an Independent Appeal Panel, whose decision is final and binding on both parties. Unfortunately, due to the current restrictions in place as a result of Covid 19, face to face hearings now are not possible.

As a result, the Department for Education has changed the law to allow appeal hearings to proceed virtually via Conference Call or Written Submission.

Virtual hearings are only permissible where all participants, including the members of the Independent Appeal Panel, are able to be seen and/or heard throughout. For this reason, we are currently seeking information from participants as regards the availability of technology within their home. I would therefore be grateful if you could confirm if you have access to a secure and reliable internet facility or secure telephone system which would enable you to participate in a virtual conference. Please bear in mind that you may need to access the computer or telephone over an extended period, depending on the nature of your appeal.

All our Independent Appeal Panel members and Clerks have now undertaken training on virtual hearings, to allow them to access and listen to hearings under these new rules. The Council are now in a position to progress them immediately. In order to progress your appeal, the panel need to understand your circumstances more fully. Please could you therefore complete and return the attached reply slip with your appeal application form to the school you are appealing for. You should note however that by law, panel members will make the final decision on the format of the appeal.

If we do not hear back from you, we will presume that you will be in a position to proceed with your appeal by whatever process the panel decides upon. We will be in contact with you in due course, with the date and details of your hearing.

Yours sincerely



Jane Jackson

Appeals Team Leader

Return information to be emailed direct to the school you are appealing for with name of child, School you are appealing for with your completed appeal form.

Name of Child	
Name of Parent	
School being appealed for	
I confirm that I will be able to participate in my child's appeal if it was on a virtual basis by video or phone call or written submission.	Yes / No
I confirm that I am happy to proceed immediately on the basis decided by the appeal panel	Yes / No
Email address (must supply)	
Phone number (must supply)	
I understand that by supplying my email or phone number I consent to the council processing my data and contacting me in this way.	Yes / No
Please let us know if there is any other information that you feel is relevant to enable you to participate fully in the Appeals process (for example any barrier with regards to disability or language).	