

GIVE DETAILS OF ANY RELATIONSHIP YOU HAVE HAD WITH QUEEN ELIZABETH'S GRAMMAR SCHOOL?

OTHER RELEVANT INFORMATION TO YOUR APPLICATION

(Please continue on a separate sheet if necessary)

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR ARE YOU AT PRESENT THE SUBJECT OF CRIMINAL CHARGES?

YES/NO

DATE:

SIGNATURE:

Please return your application to: The Clerk to the Admissions Committee, Queen Elizabeth's Grammar School, West Street, Horncastle Lincs LN9 5AD.

LAY MEMBERSHIP OF THE ADMISSION APPEALS PANEL FOR QUEEN ELIZABETH'S GRAMMAR SCHOOL, HORNCASTLE

As a Foundation School that is also selective, the Governors of Queen Elizabeth's Grammar School are responsible for organising an Appeals Panel to hear appeals by parents against decisions by the governors not to admit children to the school. This might either be on grounds of ability or because the school would be exceeding its admission number in a particular year group. The Panel is an entirely independent of the school and its decisions are binding on it.

The Panel meets in Horncastle for one or two days each year, usually within the period March to May, but it can be called upon to sit at other times as well. A hearing normally requires a membership of **five** of which at least **one** member must have experience of school management and at least **one** fall into the category of lay member.

A **lay member** is defined as someone with no personal experience of school management or the provision of education in any school (disregarding experience as a school governor or in any other voluntary capacity).

All members give their time voluntarily (although travel expenses and subsistence are payable) but the following are disqualified from membership:

- any member of the school's governing body or maintaining LEA
- anyone, other than a teacher, employed by the LEA or the governing body
- any person who has, or has ever had, any connection with the school's maintaining LEA or the school itself, or with an employee of the LEA or the governing body (other than a teacher) such that doubts might be reasonably raised over his or her ability to act impartially regarding the school. Employment by the LEA as a teacher is not in itself a reason for disqualifying someone from membership – unless there is another reason to call into question their ability to act impartially – but the person who is a teacher at the school cannot be a panel member.
- no one may be a member of the panel if he or she was party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how that decision was reached.

The Panel is guided by an experienced Clerk and exercises its functions in line with the Education (Admissions Appeals Arrangements) (England) (Amendment) Regulations 2008. The School Admission Appeals Code and the School Admissions Code 2010 are available on the DCFS website and can be accessed through the following link:

<http://www.dcsf.gov.uk/sacode/codesandregulations.shtml>

Also on the DCSF site is a direct link to the Primary and Secondary School Admissions and Appeals: A Guide for Parents leaflet.

The LCC School Admission Appeals: A Guide for Parents and Carers 2010 can be accessed through the following link:

http://www.lincolnshire.gov.uk/upload/public/attachments/1182/School_Admission_Appeals_A_Guide_for_Parents_and_Carers.pdf

The school governors are required to advertise for new lay members at least every three years and welcome the chance to involve new recruits and to have a large enough team to ensure that it is always possible to call on five members at comparatively short notice. Training materials and opportunities to attend training sessions are provided.