

Ratified by Oasis Academy Hadley's
Academy Council

Date: 16th Feb 2010

Admissions Policy

Implementation: July 2010
Review: autumn 2010



ANNEX 1

THE ADMISSION OF STUDENTS TO OASIS ACADEMY HADLEY

GENERAL

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy.
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the Academy Council of the Academy.
3. Notwithstanding the generality of paragraph 2 of this Annex 1, the Academy will take part in the Admissions Forum set up by the London Borough of Enfield and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the London Borough of Enfield and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) direct the Academy to admit a named student to the Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy.
 - (b) direct the Academy to admit a named student to the Academy if the Academy has failed to act in accordance with this Annex 1 or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
- 4A Oasis Academy Hadley is a non-selective school open to students of all religious faiths or those of no faith.
5. The Academy shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Independent Appeal Panel will be independent of the Academy. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
6. The Academy shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

- 7 In paragraphs 5 and 6 above, 'relevant children' means:
- a) in the case of appeals for entry to a sixth form, the child, and;
 - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the academy.

Relevant Area

- 8 Subject to paragraph 9, "relevant area for consultation" means the "Relevant Area" determined by the local authority for maintained schools in the area (in accordance with the meaning of "Relevant Area" within the School Admissions Code).
9. If the Academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.
10. The Secretary of State will consider the Academy's application and will by 30 September either:
- a. determine the area for consultation; or
 - b. determine that the meaning within paragraph 8 should apply.
11. The Secretary of State may consult the local authority before making such a determination
12. Within 14 days of the Secretary of State's determination, the Academy will notify the consultees listed in paragraph 14 of the determination.
13. In the event of a paragraph 10a determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this annex 1.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

14. The Academy shall consult the following parties on the Academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'Determination Year'¹:
- a) London Borough of Enfield.
 - b) The admission forum for the London Borough of Enfield.
 - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the London Borough of Enfield.
 - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
 - e) Affected admission authorities in neighbouring local authority areas.

¹ A 'determination year' is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. consultation to end in March 2009 and determination to be in April 2009 for admissions in September 2010

- f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
- g) Community groups which the Academy considers relevant;
- h) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

- 15. From 2011-12, and for subsequent years, consultation in line with paragraph 14 is not required in any year where the following conditions are met:
 - a) the admission arrangements were consulted upon in one or both of the previous two years; and
 - b) there have been no changes, or proposed changes, since the last consultation.
- 16. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 14 must be followed for the next determination year.

Academy Determination of Admission Arrangements

- 17. The Academy will consider comments made by those consulted in accordance with paragraph 14, including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.
- 18. The Academy will determine the Academy's admission arrangements annually by 15 April of the Determination Year and notify those consulted, listed in paragraph 14, what has been determined within 14 days of that decision being made.

Representations about admission arrangements

- 19. Where the Academy has determined the Academy's admission arrangements and notified all consultees listed in paragraph 14, if any of those persons or bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State's Consent for Changes to Admission Arrangements

- 20. Where the admission arrangements determined in a Determination Year in accordance with paragraph 18 are different from the admission arrangements currently in existence for Oasis Academy Hadley, the Academy shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

Secretary of State's Power to Accept, Modify or Reject Admission Arrangements

21. Where the Secretary of State has received any representations made in accordance with paragraph 19, the Secretary of State must consult the Academy on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy amends the proposed admission arrangements for the Academy. The Academy shall comply with any such direction.
22. Where the Secretary of State has received an application made in accordance with paragraph 20 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. The Academy must comply with any such direction.

Publication of Admission Arrangements

23. The Academy shall each Determination Year publish the Academy's agreed admission arrangements by:
 - a) copies being sent to the persons consulted in paragraph 14;
 - b) copies being sent to primary and secondary schools in the London Borough of Enfield's area;
 - c) copies being sent to the offices of the London Borough of Enfield;
 - d) copies being made available without charge on request from the Academy;
 - e) copies being sent to public libraries in the area of the London Borough of Enfield for the purposes of being made available at such libraries for reference by parents and other persons.
 - f) a copy being uploaded to the Academy's website
24. The published admission arrangements will set out:
 - a) the name and address of the Academy and contact details;
 - b) a summary of the admissions policy, including full oversubscription criteria and any arrangements for post-16 admission;
 - c) a statement of any religious affiliation if relevant;
 - d) numbers of places and applications for those places in the previous year;
and
 - e) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by the Academy After Arrangements Have Been Published

25. Subject to paragraph 26, once the Academy's admission arrangements have been determined for a particular year and published, the Academy will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
 - a) the Academy has consulted those who are required to be consulted under paragraph 14 above on the proposed variation;
 - b) following such consultation, the Academy has applied to the Secretary of

State to approve the change setting out:

- i) the proposed change;
 - ii) reasons for wishing to make such a change;
 - iii) any comments or objections to the proposal from those consulted;
and
- c) following such application, the Secretary of State has provided his consent to the proposed variation.
26. The Academy shall, following the prior written agreement or direction of the Secretary of State vary the Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
27. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 25 or 26 above must be published within the Academy's prospectus and on its website and be communicated within 7 days to those persons who must be consulted under paragraph 14.
28. The Academy must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.
29. Where a representation is made in accordance with paragraph 28, the Secretary of State may, after consulting the Academy, direct that the Academy modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy must comply with any such direction.
30. Records of applications and admissions to the Academy shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING STUDENTS TO THE ACADEMY

Admission Number

31. The Academy has the following agreed admission numbers for the Academy for the year 2010/2011 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
- a) For 2010/11 and subject to any changes approved or required by the Secretary of State, for subsequent years, 60 students in Reception year.
 - b) For 2010/11 to 2016/17, 240 students in Year 7.
 - c) For 2017/2018 and subject to any changes approved or required by the Secretary of State, for subsequent years, 180 students in Year 7.
 - d) For 2010/11 and subject to any changes approved or required by the Secretary of State, for subsequent years 40 external students in Year 12. This is the number of places which will be offered on an annual basis to eligible external applicants.

Oasis Hadley Academy operates a sixth form for a total of 285 students. 140 places overall will be available in year 12 (the year 12 'capacity')

If fewer than 100 of the Academy's own year 11 students transfer into year 12, additional external students will be admitted until year 12 meets its capacity of 140.

32. In any specific year, the Academy may set a higher admission number than the Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 14. Students will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
33. If the Academy admits a total of 26 students in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting those bodies listed at paragraph 14.

Process of Application

34. Arrangements for applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.
35. The Academy will use the following timetable for applications to the Oasis Academy Hadley each year (exact dates within the months may vary from year to year). This will fit in with the common timetable agreed by the London Borough of Enfield Admissions Forum, Enfield Borough LA, local authorities admissions, local schools and Academies and local Admissions Forum:

For Secondary (Year 7) admissions

- a) By September each year The Academy will publish in the Oasis Academy

Hadley's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective students and their parents to visit the academy. The Academy will also provide information in relation to Oasis Academy Hadley to the Local Authority for inclusion in the composite prospectus, as required;

- b) September/October - The Academy will provide opportunities for parents to visit Oasis Academy Hadley;
 - c) October – Common Application Form to be completed and returned to the Local Authority to administer;
 - d) November/December - Enfield Local Authority sends Oasis Academy Hadley applications to the Academy;
 - e) January – Oasis Academy Hadley sends list of students to be offered places at the Academy to Enfield Local authority;
 - f) February – Enfield Local Authority applies agreed scheme for own schools, informing other Local authorities of offers to be made to their residents.
 - g) 1st March offers made to parents.
36. From 2011-12 there will be a national closing date for applications as follows:
- a) 31 October for secondary applications; and
 - b) 15 January for Primary applications

The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

37. The Academy will consider all applications for places at Oasis Academy Hadley. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places at Oasis Academy Hadley to all those who have applied.

Procedures where Oasis Academy Hadley is oversubscribed

Primary phase oversubscription criteria:

38. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where Oasis Academy Hadley is named on the statement, the criteria will be applied in the order in which they are set out below:
- a) children in public care;
 - b) children for whom a particular school is appropriate on genuine social or medical grounds. Such applications will be decided by the Academy Council

or nominated panel. (Such applications will only be considered under this criterion if they are supported by an attached written statement from a doctor or social worker. This must demonstrate that there is a very specific connection between the child's medical or social need and the school requested)

- c) admission of students whose siblings currently attend the school and who will continue to do so on the date of admission; The term "sibling" means a full, half, adopted or fostered brother or sister, or other child living permanently within the same household. The Company reserves the right to ask for proof of relationship;
- d) admission of students on the basis of proximity to the Academy, allocated on a geographical basis to students who live nearest to the Academy. All distances will be calculated by the LA Admissions IT system using ADDRESS-POINT ®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT ® is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.

The student's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence – such as a council tax bill – can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

If there are more applicants than there are places remaining within a particular category and where there is no difference in distance from home to school for two or more students, random allocation, carried out by a person or person unconnected with the academy, will be used to allocate the final available place(s) and to establish priority on the waiting list.

Secondary Phase oversubscription criteria (including in-year applications)

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where Oasis Academy Hadley is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) children in public care;
- b) children for whom a particular school is appropriate on genuine social or medical grounds. Such applications will be decided by the Governing Body or nominated panel. (Such applications will only be considered under this criterion if they are supported by an attached written statement from a doctor or social worker. This must demonstrate that there is a very specific connection between the child's medical or social need and the school requested)
- c) admission of students whose siblings currently attend the school and who will continue to do so on the date of admission; The term "sibling" means a full, half, adopted or fostered brother or sister, or other child living permanently

within the same household. The Company reserves the right to ask for proof of relationship;

- d) admission of students on the basis of proximity to the Academy, allocated on a geographical basis to students who live nearest to the Academy. All distances will be calculated by the LA Admissions IT system using ADDRESS-POINT ®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT ® is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.

The student's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

If there are more applicants than there are places remaining within a particular category and where there is no difference in distance from home to school for two or more students, random allocation, carried out by a person or person unconnected with the academy, will be used to allocate the final available place(s) and to establish priority on the waiting list.

Post 16 admission criteria

39. The Academy will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. These criteria are the same for internal and external transfers. These academic entry requirements form part of the admission arrangements and so will be consulted upon in line with paragraph 14 and published in the Academy's prospectus and in the LA composite admissions prospectus.

Both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

Where the number of external applications exceeds the number of post-16 places available and after the admission of students with statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) Children in public care
- b) Children for whom a particular school is appropriate on genuine social or medical grounds. Such applications will be decided by the Governing Body or nominated panel. (Such applications will only be considered under this criterion if they are supported by an attached written statement from a doctor or social worker. This must demonstrate that there is a very specific connection between the child's medical or social need and the school requested)

- c) admission of students on the basis of proximity to the Academy, allocated on a geographical basis to students who live nearest to the Academy. All distances will be calculated by the LA Admissions IT system using ADDRESS-POINT ®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT ® is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.

The student's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

If there are more applicants than there are places remaining within a particular category and where there is no difference in distance from home to school for two or more students, random allocation will be used to allocate the final available place(s) and to establish priority on the waiting list.

40. There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

Operation of waiting lists

41. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year Oasis Academy Hadley receives more applications for places than there are places available, separate waiting lists for primary and secondary applications will operate until the end of the first academy term after the admission date. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
42. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 38, or for post-16 paragraph 39 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for Admitting Students to Other Year Groups, Including to Replace any Students who have Left Oasis Academy Hadley

43. From 2011-2012 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies' right to determine which applicants have priority for admission.
44. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted

reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 38 [or for post-16 places, paragraph 39] shall apply. Parents whose application is turned down shall be entitled to appeal.

Arrangements for Admission of students as Oasis Academy Hadley builds to its Full Capacity

45. Oasis Academy Hadley opened on 1 September 2009 with a Published Admission Number relating solely to students in Year 7 and, where relevant, Year 12. Students in subsequent Years will have been transferred automatically from the predecessor school, Albany School, which closed on 31 August 2009.

Reception age children will be admitted to the Academy in September 2010, with a Published Admission Number relating solely to students in Reception Year.

46. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Academy and the efficient use of resources.
47. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

Appendix 1 Admission appeals procedure

Oasis Community Learning Admission Appeals Information

Admission Authority

- 1 Oasis Community Learning is the Admission Authority for its Academies. Therefore, Oasis Community Learning is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the Academy.

Admission Appeals

- 2 Parents/carers have a right to appeal in the event that their application for a place in an Academy is unsuccessful. Appeals should be lodged with the Clerk to the Appeal Panel within 14 days of the date of the letter notifying that the application was unsuccessful. Appeals inside the normal admission round are normally held in April or May, whilst appeals for admission outside the normal admission round ('in year appeals') will be held within 30 school days of the appeal being lodged.

Late Appeals

- 3 Where an appeal is submitted after more than 14 days of notification of the decision, the appeal may be held at a later date. In year appeals (i.e. those outside the normal admissions round) will always be held within 30 school days of being lodged.

Appeal Panel

- 4 Admission appeals are heard by an independent Appeal Panel of three members, established by the Academy. At least one member of the Panel is a lay member; that is, someone without personal experience in the management of any school or the provision of education in any school. At least one member has experience in education; that is, someone who is acquainted with educational conditions in the area or who is a parent/carer of a registered student at a school. One member acts as Chair of the Panel.
- 5 No one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached.
- 6 Parents/carers should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

The Powers of the Appeal Panel

- 7 The Appeal Panel's decision is binding on the Admission Authority. If the Panel upholds the appeal presented by the parents/carers, the child must be admitted to the Academy.
- 8 An Appeal Panel decision can only be overturned by the Courts, where the

parents/carers or Admission Authority are successful in applying for Judicial Review of that decision.

- 9 The Appeal Panel cannot hear complaints or objections on the wider aspects of admission policies and practice. The Appeal Panel cannot change the Academy's admission criteria. The Academy's admission criteria are in section 6 of this policy.

Action prior to the Appeal Panel meeting

- 10 Parents/carers have the right to attend the Appeal Panel meeting and to present their appeal orally to the Panel. However, in addition, parents/carers may provide their appeal in writing with any supporting evidence to the Clerk to the Appeal Panel prior to the meeting. Written material received seven days before the date of the appeal meeting will be sent to the Appeal Panel members prior to the meeting so that they can study the material in advance.
- 11 The Academy may also present its representations and evidence to the Clerk at least seven days before the date of the appeal meeting so that they may be read in advance by the Appeal Panel members.
- 12 Any materials presented by the Academy will be sent in advance to the parents/carers and any materials presented by the parents/carers will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

Notice of the Appeal Panel meeting

- 13 Parents/carers will receive written notice at least 10 school days before the date their appeal will be heard unless the parent agrees to a shorter notice period.

Representation

- 14 Parents/carers are encouraged to attend the Appeal Panel meeting in person and to make oral representations; that is, to clarify or supplement their written appeal. The parent may be accompanied by a friend, adviser or be represented. Parents/carers may also bring an interpreter. In all circumstances where the parents/carers intend to bring along someone else, the parents/carers should give advance notice to the Clerk, preferably at least 3 working days prior to the meeting of the name of the other person attending and the capacity in which they are attending.

The Appeal Panel meeting

- 15 The Appeal Panel hearing is in two parts. Firstly, the Academy's Presenting Officer presents the case that to admit any more pupils would prejudice the provision of efficient education or use of resources. This part of the hearing may involve a number of parents/carers together. The parents/carers are given the opportunity to question the Presenting Officer. Secondly, the parents/carers are given the opportunity to present to the Appeal Panel individually (without other parents/carers present). The Chair of the Appeal Panel ensures that the stages of the second part of the meeting take the

following order:

- a The parents/carers present their case to the Panel.
- b The Presenting Officer is given the opportunity to question the parents/carers.
- c The Presenting Officer sums up the Admission Authority's case.
- d The parents/carers sum up their case.

- 16 The Appeal Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

After the Appeal Panel meeting

- 17 The written decision of the Appeal Panel will normally be sent to the parents/carers by the Clerk within seven days of the meeting.

Non-attendance at the Appeal Panel hearing

- 18 If the parents/carers provide the Appeals Administrator with their telephone number, the Appeals Administrator will inform the parent of the date and time of the Appeal Panel hearing both by letter and by telephone.
- 19 If through unforeseeable circumstances, the parents/carers are unable to attend the hearing on the day, they must telephone the Appeals Administrator immediately and give the reason for the non-attendance. The parents/carers will be asked if they want the appeal to go ahead in their absence. If they wish to seek another appointment, the matter will be referred to the Chairman of the Appeal Panel who will decide, based on the parents/carers' reason for nonattendance, whether to hear the appeal in the absence of the parents/carers or defer consideration to a subsequent hearing.
- 20 Where parents/carers fail to attend on two occasions, the Appeal Panel will consider the appeal in the absence of the parents/carers.

Further Information

- 21 Any queries about the appeals process should be made to the Appeals Administrator: Wendy Kalogirou
E-mail: wendy.kalogirou@oasishadley.org
Tel: 0208 216 6365

All correspondence should be addressed to: Clerk to the Appeal Panel