

## Agreement for the Church of England, Birmingham Admission Appeals service

### You agree:

1. That you will keep us informed of the number of forms you have given out to parents so that we can line up potential Panels.
2. That you will send any completed appeal **application forms** to us as soon as possible after you receive them, together with a copy of the **relevant Admissions Policy**. (Please note that there are strict time-limits which apply to the process, starting from the date that you receive the appeal form).
3. That as soon as possible after that, and at the latest ten days before the date of the appeal hearing, you will send us your **School's Statement** for each child's appeal, which we will then include in the information we send in advance to the parents and the Panel.
4. That you will let us know well in advance **who will attend** the appeal to represent the school. This representative must be well-briefed about the school and the particular appeal. They must understand that the process is confidential.
5. That you will contact the Diocese in a timely manner for advice about any potentially complex admissions or appeals decisions.

Costs: As part of the Partnership Agreement, you will not be charged for the first five appeals in an academic year. If you have more than five appeals, each subsequent appeal will be charged at £50 per appeal.

**IMPORTANT - Please note:** The legislation requires that if there is a legal challenge about the process of an appeal, the Admission Authority will **indemnify** the Panel members in respect of proceedings conducted in good faith:

***School Admission Appeals Code 2012 1.13: Indemnity***

*'Admission authorities **must** indemnify the members of any appeal panel against any reasonable legal costs and expenses they incur in connection with any decision or action taken in good faith whilst acting as members of the appeal panel.'*

**I confirm that I understand all the above and have checked that our school insurance policy covers the required indemnity**

**School:**

**Signature:** (on behalf of the Admission Authority)

**Name & Position:**

**Date:**