



## Frequently asked questions

**Q. Do I have to pay for the appeal?**

A. There is no charge to parents for appeals.

**Q. Can I ask the panel to contact anyone, such as my doctor or social worker, to confirm what has been said on my appeal form or at the hearing?**

A. No. You are responsible for making sure that the panel has any written supporting evidence at the hearing.

**Q. What documents or information can I add to my appeal notice?**

A. In your case you can mention all the reasons why Hardenhuish would be the best school for your child, and what special factors justify your child getting a place. There is no information you cannot include and everything you say or write will be handled in confidence.

**Q. How long will the hearing take?**

A. This is difficult to say, however, generally for mid-year appeals both stage one and stage two take about half an hour each. In multiple intake or transfer appeals, stage one could take forty-five minutes to an hour and stage two about thirty minutes; but it really depends on the complexity of the cases being heard.

**Q. Can I bring a friend to the appeal hearing?**

A. Yes. You can bring somebody with you either to support you or to speak on your behalf.

**Q. Do I need to bring my child with me?**

A. No, we actually advise against it. Your child may also find the hearing difficult and confusing.

**Q. How does the panel reach a decision?**

A. The appeal panel reaches a decision in private, by a majority vote. If the panel is considering a large number of appeals, they will not make a decision about an individual case until all parents have had a chance to put their case forward.

**Q. Where are the appeals heard?**

A. At a suitable accessible venue in the Chippenham area.

**Q. Can I change the date or time of my appeal?**

A. We will do our best to accommodate your needs but due to timetabling, statutory timeframes and numbers of appeals being heard on the same day this is not always possible.

**Q. What should I do if I change my mind about appealing?**

A. If you decide to withdraw your appeal, please let the Appeal Clerk know via email [appealsclerk@hardenhuish.wilts.sch.uk](mailto:appealsclerk@hardenhuish.wilts.sch.uk) or phone – 01249 650693.

**Q. My child's name is on the waiting list. Will my appeal affect my child's place on that list?**

A. No. If your appeal is unsuccessful your child's name will stay on the waiting list. If you win your appeal your child's name will be removed from the waiting list, and a place offered at Hardenhuish.