

## **APPLY TO BECOME AN INDEPENDENT SCHOOL APPEAL PANEL MEMBER FOR LEICESTERSHIRE COUNTY COUNCIL.**

### **What will I be doing?**

- Sitting on independent admission appeal panels to consider appeals by parents/carers who have been refused a place for their child at their preferred school.
- Considering information provided by the Admission Authority about why a school place has been refused.
- Ensuring that parents/carers feel they have had a fair and independent hearing and have been given every opportunity to present their case.
- Carefully balancing the arguments with advice from a qualified legal advisor to make a decision on the appeal.

### **What skills or experience do I need?**

- Good interpersonal and communication skills.
- Good literacy and listening skills.
- Able to remain firm and calm.
- Integrity.
- Fairness.
- Ability to work with other panel members.
- An understanding and commitment to the Council's Equality Strategy.

### **How much time do I need to give?**

This can vary depending on the level of commitment you wish to give. While appeals are held throughout the year, the peak months are between May and September. The appeals are arranged so that they are heard for half a day or a full day depending on the amount of appeals received. Papers are sent out in advance of the appeal date and you will need to read them prior to the appeal.

### **Where will the hearings be held?**

Appeals generally take place at County Hall, Glenfield.

### **Can anyone be a panel member?**

Yes, unless you are a member or employee of the Council.

### **Do panel members receive training?**

Yes - all panel members are trained before sitting on a panel and this is refreshed annually.

### **Do panel members get paid?**

Panel Members provide a very important voluntary service which is unpaid. Panel Members are entitled to travel expenses when attending panel hearings and training.

To express an interest and to request an application form please contact: **Yvette Rumble**  
**Schools Appeals Clerk on Tel: 0116 305 5600** or email [yvette.rumble@leics.gov.uk](mailto:yvette.rumble@leics.gov.uk),  
Legal Services, County Hall, Glenfield, Leicester LE3 8RA