

DIOCESE OF **Hexham & Newcastle**  
DEPARTMENT FOR EDUCATION

**APPLICATION FOR MEMBERSHIP OF THE DIOCESE OF HEXHAM AND NEWCASTLE  
ADMISSION APPEALS PANELS**

(Please read the information attached at Appendix A before completing this form)

**PERSONAL DETAILS:**

Title: ..... Name: ..... Surname: .....

Address (including postcode): .....

.....

Daytime Telephone Number: .....

Mobile Telephone Number: .....

Email Address: .....

Are you available to hear appeals Monday to Friday during office hours (9 to 5pm) Yes No  
(if no, please indicate your availability)

.....

*(Please note: some hearings may be scheduled to last for more than one day)*

**APPLICATION DETAILS:**

**MEMBERSHIP CATEGORIES**

What type of membership do you wish to apply for?

Lay member application  **Please answer questions 1, 2 and 3**

Non-lay member application  **Please answer questions 4, 5 and 6**

**LAY MEMBERS**

To sit as a lay member of a panel, you must be without personal experience in the management of any school or the provision of education in any school (disregarding experience as a school governor or in another voluntary capacity).

(1) Can you confirm that you have no personal experience in the management of any school or the provision of education in any school (except as a school governor or volunteer)?

Yes No

(2) Please provide a brief written statement dealing why you believe your personal qualities and experience are relevant to your suitability for the post.

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(3) Can you confirm that you are a practising Roman Catholic.

Yes No

**NON-LAY MEMBERS**

To sit as a non-lay member of a panel, you must have experience of education falling within at least one of the categories below.

(4) Are you a parent of a registered pupil at a school(s)?

Yes No *If yes, please identify the school(s)*

.....

.....

(5) Do you have experience of education and/or are you familiar with educational conditions in The Diocese of Hexham and Newcastle?

Yes No *If yes, please provide details below.*

.....

.....

.....

(6) Can you confirm that you are a practising Roman Catholic.

Yes No

**LOCAL AUTHORITY AVAILABILITY**

I agree to work in the following Local Authorities:

Physical hearings:

<b>Gateshead</b>	<b>Stockton</b>
<b>Newcastle</b>	<b>Hartlepool</b>
<b>North Tyneside</b>	<b>Durham</b>
<b>South Tyneside</b>	<b>Darlington</b>
<b>Sunderland</b>	<b>Northumberland</b>

Virtual hearings:

<b>Gateshead</b>	<b>Stockton</b>
<b>Newcastle</b>	<b>Hartlepool</b>
<b>North Tyneside</b>	<b>Durham</b>
<b>South Tyneside</b>	<b>Darlington</b>
<b>Sunderland</b>	<b>Northumberland</b>

## DISQUALIFICATIONS

Admission Appeal Panels must be impartial and independent of all parties, including the local authority and the schools involved. Thus, certain persons are disqualified from membership, either of any panel or of panels relating to particular schools in The Diocese of Hexham and Newcastle. It is essential that we are aware of any connection that may reasonably raise doubt about your ability to act impartially regarding the local authority, a Diocesan school and, in individual cases, parents and children. You must disclose any personal involvement with those parties mentioned above. This may include, but is not limited to, the following:

- family or equivalent relationships with anyone who may be involved in the appeals process.
- involvement in a legal dispute or proceedings involving the LA or a Diocesan school.
- personal involvement in any education appeal, either exclusion or admission.
- any criminal convictions relating to children, the Council or a school.

### Please tick as appropriate

To the best of my knowledge and belief there are no issues which might reasonably raise a doubt about my ability to act impartially

or

The following issues may raise doubt about my ability to act impartially:

.....  
.....  
.....

(7) If not stated above at question 2, are you a member of a governing body of a Diocesan school? If yes, please provide details.

Yes          No

.....  
.....

(8) Do you have, or have you ever had, any other connection with a Diocesan school or one of its employees (except teachers)

Yes          No

If yes, please provide details below.

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.....

**REFERENCES**

Please nominate two referees. **One referee must be your parish priest / priest of the parish where you regularly worship.** You must ask both referees to confirm that they consent to being asked to provide a reference in advance of inputting their details on this form.

**REFEREE ONE**

**Name:** .....

**Address:** .....

.....

**Contact telephone number:** .....

**Email address:** .....

**REFEREE TWO**

**Name:** .....

**Address:** .....

.....

**Contact telephone number:** .....

**Email address:** .....

**DECLARATION**

I declare that to the best of my knowledge the information given on this form is correct. I understand that a false declaration, or a failure to disclose information which comes to light at a later stage, will lead to my removal as a member of the Admission Appeals Panel.

I agree that The Diocese of Hexham and Newcastle may check with any party the accuracy of the information I have provided in this application, and I give my consent to the disclosure of any relevant information by schools, departments of the local authority and other organisations or persons identified by me to The Diocese of Hexham and Newcastle.

I am willing to attend a training session prior to appointment and then at least every two years thereafter.

SIGNED .....

DATE.....

**PRIVACY NOTICE**

The information on this form will be stored and used by the Diocese of Hexham and Newcastle only for the purposes for which it is provided. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at [Diocesan Privacy Notice - Diocese of Hexham & Newcastle \(diocesehn.org.uk\)](http://diocesehn.org.uk)

Please return your completed form to: [education@diocesehn.org.uk](mailto:education@diocesehn.org.uk)  
Diocesan Department for Education  
St Cuthbert’s House  
West Road  
Newcastle upon Tyne  
NE15 7PY

## APPENDIX A

### Section 1: Constitution of Appeal Panels

1.1. Under Section 94 of the School Standards and Framework Act 1998, responsibility for making arrangements for appeals against the refusal of a school place rests with the admission authority of the school. The admission authority and appeal panel **must** act in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions<sup>3</sup>, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

1.2. Appeal panels perform a judicial function and **must** be transparent, accessible, independent and impartial, and operate according to principles of natural justice.

1.3. Two or more admission authorities in the same local authority area may make joint arrangements for hearing appeals.

### Membership

1.4. Admission authorities **must** appoint a clerk to the appeal panel who is independent of the school and the education functions of the local authority. The clerk **must** have knowledge of this Code, the School Admissions Code, other law relating to admissions and other relevant law, and be able to offer advice to enable the panel to undertake its judicial function.

1.5. The admission authority, or the clerk acting on behalf of the admission authority, **must** appoint an independent appeal panel that is comprised of a chair and at least two other panel members. A panel **must** consist of the following persons with at least one from each category:

- a) lay people (someone without personal experience in the management of any school or provision of education in any school (except as a school governor or in another voluntary capacity));
- b) people who have experience in education, who are acquainted with educational conditions in the local authority area, or who are parents of registered pupils at school.

1.6. Admission authorities **must** ensure that panel members are independent and retain their independence for the duration of their service.

1.7. The School Admissions (Appeal Arrangements) (England) Regulations 2012 disqualify certain people from membership of an appeal panel. The clerk to the panel **must not** allow a disqualified person to be a member of a panel. A person is disqualified if they are:

- a) a member of the local authority which is the admission authority or in whose area the school in question is located;
- b) a member or former member of the governing body of the school in question;
- c) employed by the local authority or governing body of the school in question, other than as a teacher or teaching assistant<sup>4</sup>;
- d) any person who has, or at any time has had, any connection with the authority, school or any person in sub-paragraph c) above which might reasonably be taken to raise doubts about that person's ability to act impartially;
- e) any person who has not attended training required by the admission authority arranging the appeal panel.

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<sup>3</sup> The main provisions relating to admissions are in chapter 1 of Part 3 of the School Standards and Framework Act 1998.

<sup>4</sup> A teaching assistant is a person who carries out work under paragraph 10 of Schedule 2 to the Education (Specified Work and Registration) (England) Regulations 2003.

1.8 A person employed as a teacher or a teaching assistant by the local authority or the governing body of another school maintained by the authority may not be taken, by reason only of that employment, to have such a connection with the authority as mentioned in paragraph 1.7(d) above. A person who is a teacher or teaching assistant at a school may not be a member of an appeal panel for the consideration of an appeal for that school. A person may not be a member of an appeal panel for the consideration of a decision not to offer a child a place where they were involved in making that decision or provided information which contributed to the decision.

1.9 Where a panel starts with three members, and one has to temporarily withdraw (for example because of illness), the panel **must** postpone the remaining hearings until the third panel member returns. If the panel member is unable to return, a replacement **must** be appointed and all appeals **must** be reheard. Any appeals which have been part heard before the withdrawal of the panel member **must** be reheard.

### **Training**

1.10 Panel members and clerks **must not** take part in hearings until they have received appropriate training. Admission authorities **must** arrange and fund up-to-date training for appeal panel members on any aspect felt to be relevant to the functioning of the panel. As a minimum, this **must** include the law relating to admissions; their duties under the Human Rights Act 1998 and Equality Act 2010; procedural fairness and natural justice; and the roles of particular panel members (for example, chairing skills). It is the responsibility of the clerk to ensure that all panel members have received any training necessary to enable them to fulfil their role.