

Criteria for providing in depth School Transfer Advice through the School Appeals Process

School Transfer Adviser and Admissions Appeals

Criteria for Appeals Support

1. The School Transfer Adviser is available to offer independent support and information to families engaged in the admissions appeals process.

The School Transfer Adviser may:

- Assist parents in identifying and accessing information about schools
- Discuss with parents the admissions appeals processes
- Signpost parents to other services as appropriate eg The Advisory Centre for Education (ACE).

The School Transfer Adviser will provide this service by 'phone, email or face to face as appropriate.

2. Statutory and Voluntary Agencies may refer families encountering difficulties engaging with the admissions appeals process to the School Transfer Advice Service for support.
3. The School Transfer Adviser *may* attend admissions appeal hearings in exceptional circumstances such as where parents/carers
 - Experience significant problems with their own reading and writing
 - Are homeless
 - Are affected by the recent bereavement of a close family member
 - Are disabled or have a medical or mental health problems
 - Have been referred to the School Transfer Adviser by a statutory or Local Authority support service or a Voluntary Agency
 - Do not speak any English
 - Are affected by domestic violence

And

would as a result of the exceptional circumstances, experience significant difficulty in engaging with the admissions appeals process, without support from the School Transfer Adviser.