

Procedure for remote School Placings and Exclusions Appeal Committee Meetings

- (a) The Chair will introduce himself/herself and the Members of the Committee in attendance. As the meeting will be convened using Skype for Business, there may be a mixture of those attending using video/audio and those attending using audio only.
- (b) The Chair will seek confirmation as to whether the Legal Representative, representing the authority and their witnesses are present. They will introduce themselves (name and job title).
- (c) The Chair will seek confirmation as to whether the appellant and his/her representatives/witnesses are present (maximum of three people). They will introduce themselves and confirm who will address the Committee).
- (d) If any requests for observers have been submitted, the decision on their attendance will be at the discretion of the Chair, and they will accordingly be introduced, preferably with an explanation for their attendance.
- (d) The Chair will ask all parties to confirm that they have access to the agenda pack for the hearing.
- (e) The Chair will go through the procedures for the meeting.
 - (i) **Presentation of the case for the Education Authority (including any witnesses).**
 - (ii) Questioning of the witnesses by the appellant(s).
 - (iii) Questioning of witnesses by the Committee.
 - (iv) **Presentation of the case for the Appellant (including any witnesses).**
 - (v) Questioning of the appellant/witnesses by the Education Authority.
 - (vi) Questioning of the appellant/witnesses by the Committee.
 - (vii) Summing up by the Education Authority (no new evidence should be introduced at this point).
 - (viii) Summing up by the Appellant (no new evidence should be introduced at this point).
- (f) At the conclusion of the hearing, all parties will be advised that the Committee will then deliberate in private and the Committee's decision will be notified, in writing, within 14 days (however, in practice, that would normally be within 3-4 days after the hearing).