Courses

Our Training is accredited by the CPD Institute.
Who are the courses for?
Admission authority officers, other educational professionals including primary and secondary school staff and governors, appeal and review panel members, local authority staff, clerks, legal personnel, agencies and personnel working with young people and parents/carers and other interested parties.

Aims & Objectives of the Courses
To provide up to date information on current law, guidance, policy and practice in relation to admissions and exclusion appeals; ensuring statutory obligations are fully met to the highest standard.

Independent Admission Appeals [Code: IAA15]
Our course explains the law relating to admissions and the various stages of the decision-making process for primary and secondary schools. It ensures knowledge of how to draw up a compliant admissions policy. The ‘panel in action’ is a demonstration of an admissions appeal with practical exercises to help delegates understand the decision-making process based upon the latest legislation, admissions code and recent case law.

Independent Exclusion Reviews [Code: IER15]
Exclusion Reviews can be very challenging. Our course explains the up-to-date law and guidance in relation to exclusions and explain the various stages of the decision-making process for best practice in school exclusions. It ensures understanding of the Governing Body’s, Independent Review Panel’s and the SEN expert’s role.

Independent Panel Members [Code: IPM15]
Our training will provide the necessary skills to enable participants to fully understand the law on admissions and exclusion appeals to enable them to apply the relevant law and to act impartially during the whole process. We provide skilled trainers and consultants to run seminars for all admission authorities, new and existing Clerks, Chairs and Panel Members.
Independent Clerks [Code: IC15]
Our course ensures that Clerks fully understand the Admissions and Exclusions Codes of practice and current legislation. It also covers, in detail, the role of a clerk, note taking and how to record the appeal decision and all other relevant information.

Presenting Officers [Code: PO15]
Our training ensures gaining a thorough knowledge of the appeals process and fully explains the Presenting Officer’s role within that process. The course will cover what constitutes prejudice in the making and preparation of your case.

Bespoke Training [Code: BT15]
We can tailor training and workshops to suit your organisational needs on any of the above areas and more, e.g. The SEN Expert for Exclusion Reviews We can deliver this in-house.

Our courses are CPD qualifying.

Dates and more information
For details of our course dates please telephone us on 020 8920 3662 or drop us an email via dawn@clerksassociates.co.uk or visit www.clerksassociates.co.uk to register an interest and to find out about the other services we provide.

Venues
Our in-house conference and training facility at:
The Business Centre
758 Great Cambridge Road
Enfield,
EN1 3GN

or

Selected high quality hotel conference and meeting rooms with very good accessibility, transport links and catering.
Booking Form

Name of course and code:

Date of course: (Please check our website)

Course fee:

Name of participant:

Job title/position:

School/organisation:

Telephone number:

Email address:

Any cultural or dietary requirements?

Any accessibility requirements?

How to pay

I enclose a cheque for £ made payable to Clerks Associates UK

Please invoice me for £ and address invoice to:

➢ Admissions Training £275 +VAT & Exclusion Review Training £300 +VAT per delegate for a full day.
(3+ delegates Admissions £245+VAT & Exclusion £270 +VAT each)
Admission Training £175 +VAT and Exclusion Review Training £200 +VAT per delegate for half day
➢ All delegates receive a manual/pack with key information.
➢ Specific role i.e. Panel Member, Independent Clerk & Presenting Officer £175 +VAT half day only
➢ Bespoke training. Please contact us for more details.

Once completed please return (you can send a photocopy) the form and your cheque to: Clerks Associates UK. The Business Centre 758 Great Cambridge Road, Enfield, EN1 3GN.

Terms and Conditions:

Payment must be made in full and within 7 working days in advance of the training course.