

Admission Appeal and Exclusion Support

Our experienced team ensures a smooth, compliant school exclusion and admission appeals process from start to finish. We handle everything - all communication, adherence to legal timescales, collation and distribution of papers, and setting up hearings (including in-person meetings if required). During hearings, we provide expert clerking and note-taking, followed by issuing clear decision letters. This comprehensive service takes the stress out of exclusion and appeals administration, delivering a professional, legally sound process you can trust.

Service	Details/Options	Price (VAT will be added where applicable)	Service Specific Terms
School Admission Appeals	Appeals heard All communication dealt with (e.g. parents, school admissions, panel) Adherence to legal timescales Collation and distribution of papers to all parties Set up hearing (including provision of in person meeting if required) Clerking and note taking Decision letter	£167 per appeal	Signing up to this service gives agreement to all the charges listed, which will only be levied as necessary.
	Appeals withdrawn or settled up to 7 working days prior to the appeal.	£48 per appeal	
	Interpreter or signing services	Actual cost + £13 admin	
	Responses to the Education Funding Agency (There will be an additional charge if the complaint to the EFA leads to a re-hearing of an appeal)	£50 (additional charge of £27 per hour if collation takes longer than 2 hours)	
School Exclusion Reviews	Exclusion Review Hearing – full administration and clerking service for individual School Exclusion Reviews (excludes costs for clerking the exclusion review hearing; legal representation; or an SEN Expert if required)	£880 per exclusion	Pay as you go. Signing up to this service gives agreement to all the charges listed, which will only be levied as necessary.
	Clerking Exclusion Review Hearings	£30/hour or part thereof	
	Legal representative to advise the panel	£120 per hour or part thereof	
	SEN Expert	Price on request	

Reviews withdrawn or settled at any stage of the process	Cost is dependent on which stage in the process withdrawal notification is received.
Interpreter or signing services	Actual cost + £13 admin
Responses to the Education Funding Agency (There will be an additional charge if the complaint to the EFA leads to a re-hearing of an appeal)	

Please email business.services@wokingham.gov.uk in the first instance if you have any queries.