CODE OF PRACTICE FOR THE ELECTION OF A PARENT/CARER MEMBER OF THE ACADEMY COUNCIL

1 A Parent Member of the Local Academy Council shall be parents/legal guardians/carers of registered students at the Academy at the time of nomination.

2 A parent is disqualified from election as a Parent Member of the Local Academy Council if he/she is:

- a (local authority) Councillor;
- paid to work at the Academy for more than 500 hours in any consecutive twelve month period.

3 Parents/legal guardians/carers of registered students shall be entitled to vote.

4 Information about the submission of nominations, election procedures and eligibility to vote shall be placed on the Academy's website. A text message will be sent alerting parents/legal guardians/carers of this.

5 The Returning Officer shall be an Officer from the Academy.

6 Nominations shall be sent to the Returning Officer or to the Academy by a specified date and shall include the name of the nominee and the proposer and seconder, all of whom shall be parents/legal guardians/carers of registered students. Self nomination shall not be permitted. The person nominated shall signify in writing his/her acceptance of the nomination.

7 If on the closure for nominations there are more nominations than vacancies, then an election will be held. Details of the election will be placed on the Academy website and a text message will be sent to all parents/legal guardians/carers by post and voting papers will be available on the Academy website.

8 Voting shall be by secret ballot and each candidate will be invited to submit a statement of 200 words which will be circulated on his/her behalf with the ballot paper. **Please see statement below*.**

9 The ballot paper will include the candidate's name and the number and age of their children in the Academy.

10 Ballot papers will be required to be returned to the Academy in a prescribed manner by a specified date. The ballot papers will be counted at the Academy by Officers from the Academy. Should you wish to attend the count please contact the Principal who will advise you of the date and approximate time of the count.

11 The Returning Officer shall arrange for the election results to be posted on the Academy website.

12 The Academy's procedures for the appointment of members of the Academy Council require that a check is made with the Independent Safeguarding Authority to confirm that a successful candidate is not prohibited in some way from working with children.

***I am prepared to provide a statement of up to 200 words in support of my nominations, which is enclosed, and which will be circulated with the ballot paper.**

Signature of Nominee _____