

Christ The King Sixth Form College

Student Appeals Procedure

The purpose of this procedure is to ensure that everyone is clear about the process and the appeal is conducted in an orderly and impartial manner.

The procedure described below will be used to resolve issues arising from Fixed Term or Permanent Exclusions.

- 1 If the original decisions were made by anyone other than the Head of College, the appeal will be handled by the Head of College. If the original decisions were taken by the Head of College, the appeal should be addressed to the Collegiate Principal. If the decisions were originally made by the Collegiate Principal then any appeal will be heard by a student Appeal Panel of the Governing Body.
- 2 All appeals should be made in writing, explaining clearly why the appellant feels the original decisions were wrong.
- 3 Appeals need to be made within ten working days of the date of the letter, notifying the complainant of the decision on the issue.
- 4 The Clerk to Governors will acknowledge receipt of the letter of appeal to the Student Appeal Panel of the Governing Body, within three working days. If the Appeal was addressed to the Collegiate Principal then the PA of the Collegiate Principal or other appropriate person will acknowledge receipt within three working days.
- 5 Where a Student Appeals Panel is used, it will consist of at least two governors.
- 6 The Panel, or the Collegiate Principal or Head of College, will meet with the appellant within fifteen College working days, after receipt of the application.
- 7 The appellant will be informed in writing of the date and time of the meeting. She/he will be invited to attend with representatives and/or parents.
- 8 The Panel, the Collegiate Principal or Head of College, will have access to the actual appeal, all documentation which led to the original decision and any other relevant details. This information will be sent in advance of the meeting so that participants are fully prepared and able to ask questions of those attending the appeal.
- 9 The Clerk to the Governors will take notes of the Panel hearing, or the PA to the Collegiate Principal or other appropriate person shall take notes of the Head of College or Collegiate Principal's hearing. These notes are to assist the Panel, Collegiate Principal or Head of College in arriving at their decision and will not be available to any other individuals involved in the hearing apart from the appellant and his/her parents / representatives.
- 10 The only verdicts open to the Student Appeals Panel, Collegiate Principal, or Head of College are to uphold the original decision or to decide in favour of the appellant. If the

appeal is upheld all documentation relevant to the exclusion will be removed from the student's files. In the case of exclusion this will mean that the student is also reinstated.

- 11 The Student Appeals Panel shall report its findings to the next meeting of the full Governing Body following the hearing.
- 12 The decision of the Student Appeals Panel is final, although student appellants may recourse to external agencies such as the DfE or ESFA.

Date Approved: December 2018
Next Review due: December 2022