



Student Appeal Procedure

Mission Statement

We are a Catholic Sixth Form dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the Sixth Forms.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole Sixth Form.

The student/parent should be informed that they have the right of appeal. This should take place within 10 working days of the suspension or permanent exclusion.

1. If the original decisions were made by anyone other than the Site Principal, the appeal will be handled by the Site Principal. If the original decisions were taken by the Site Principal, the appeal should be addressed to the Executive Principal. If the decisions were originally made by the Executive Principal, then any appeal will be heard by an Appeal Panel of the Governing Body, consisting of at least two governors.
2. All appeals in relation to a suspension or permanent exclusion decision should be made in writing, explaining clearly why the student feels the original decisions were wrong. The grounds of appeal are:
 - i) that there was a serious breach of the Sixth Forms procedures that may have adversely affected the outcome of the disciplinary hearing
 - ii) that new evidence has come to light that was not available at the original investigation and could be expected to materially influence the original outcome. Where this occurs, the evidence must be provided to the Sixth Form together with an explanation as to why it was not provided earlier
 - iii) that the penalty imposed was too severe or unreasonable in the circumstances.

3. A written statement outlining the reasons for the appeal should be sent to the appropriate person (outlined in 1) by the student/parents/carers no later than four working days prior to the appeal meeting.
4. The appeal will be acknowledged within three working days, by the relevant PA or Clerk to Governors.
5. The Panel, or the Executive Principal or Site Principal, will meet with the student within fifteen Sixth Form working days, after receipt of the appeal.
6. The student/parent will be informed in writing of the date and time of the meeting. They will be invited to attend with parents, carers or another supporting person.
7. If the student/parents are unable to attend the confirmed appeal meeting date, the meeting will be rearranged. However, should the student/parents not attend the second agreed meeting, the appeal will take place using all other evidence available.
8. The Panel, the Executive Principal or site Principal, will have access to the appeal 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 meeting.
9. At the appeal meeting against a permanent exclusion, the member of staff who chaired the investigation and the leader who made the exclusion will be required to present the case supporting the permanent exclusion of the student. The student will then be invited to explain the grounds of the appeal. The parents/carers or agreed supportive person may assist the student with this. There will be an opportunity for all parties to ask questions that will assist in determining the final outcome of the appeal. The meeting will then close, and the matter will be determined in private.
10. The role of The Panel, the Executive Principal or Site Principal is to review the permanent exclusion or suspension decision. The Panel, the Executive Principal or Site Principal will apply the civil standard of proof i.e., 'on the balance of probabilities' which means that it is more likely than not that a fact is true. This should be applied rather than the criminal standard of 'beyond reasonable doubt'.
11. The Clerk to the Governors will take notes at the Panel hearing, or the PA to the Executive Principal or other appropriate person shall take notes at the Site Principal or Executive Principal's hearing. These notes are to assist the Panel, Executive Principal or Site Principal in arriving at their decision and will not be available to any other individuals involved in the hearing apart from the student and their parents on request.

12. The decision will be confirmed in writing to the student/parent within five working days of the appeal hearing. The only verdicts open to the Appeal Panel, Executive Principal, or Site Principal are to uphold the original decision or to decide in favour of the student. If the appeal is upheld all documentation relevant to the permanent exclusion or suspension will be removed from the student's files. In the case of permanent exclusion this will mean that the student is also reinstated.
13. The outcome will be reported at the next full Governing Body following the appeal.
14. The decision of the appeal represents the final stage of the process, although a student may have recourse to external agencies such as the ESFA.

Date Approved: February 2025
Next Review Due: June 2027