

Scope of the appeal

- A student may only appeal against a Stage D4 exclusion (see hearing and outcome section below)
- There is no appeal process for the outcome of Stage D1, Stage D2 and Stage D3 disciplinary sanctions

Grounds for Appeal

- An appeal may only be made on one or more of the following grounds, anything outside of the below will not be deemed as grounds:
 - i. **Procedural Integrity** – The disciplinary process was not followed correctly, and this may have affected the outcome.
 - ii. **New Evidence** – relevant evidence has become available that could have not been reasonably presented at the original hearing.
 - iii. **Disproportionate Outcome** – the sanction imposed is not reasonable in relation to the nature or seriousness of the misconduct.

Submitting an Appeal

- The student must complete the appeals form (Appendix 9) detailing the grounds for the appeal within 10 working days from the date of the Stage D4 outcome letter.
- This should be addressed to the Assistant Principal of the area, stating clearly the grounds for appeal and providing any supporting evidence.
- Important note on evidence requirements - Appeals must include all relevant supporting evidence at the time of submission. Appeals submitted without evidence to support the stated grounds will be declined. The College reserves the right to decline an appeal if no new, relevant, or substantive evidence is provided.

Hearing and Outcome

- The appeal will be reviewed and considered by a member of the Principalship team.
 - The Principalship team reserve the right to decline an appeal if it is determined that the grounds or supporting evidence are insufficient, or the evidence of behaviour resulting in the exclusion is considered too serious to be heard.
- If it is deemed, following consideration, that the appeal does not meet the grounds for appeal criteria, a decision will be taken not to hear the appeal, with this being communicated to the student and/or relevant parent/carers (where applicable).
- If it is decided to proceed with the appeal, the chair should follow the procedure for conducting an appeal. The student will have the opportunity to present their case.
- In rare circumstances Principalship may decide to hold the appeal hearing online, if this is the case, arrangements will be made to allow this to happen.
- An appeal hearing may be adjourned if further evidence is presented or if clarification is required.
- Following the appeal hearing, one of the following outcomes will be reached:
 - i. Appeal not upheld and retain the original disciplinary decision

- ii. Appeal partially upheld/upheld – reduce or remove the sanction or refer the matter for reconsideration under the disciplinary procedure
- Once the appeal has been considered and a decision has been made by a member of the Principalship team, the student will be informed of the outcome in writing. This written confirmation is usually sent within 10 working days.
- The outcome of the appeal is final, and no further appeal will be permitted under The College's procedures. Additionally, this will not constitute grounds for lodging a complaint.
- If students are not happy with the outcome of the appeal, they have the right to lodge a complaint with the Department for Education using their online complaint form.

Student Appeal Form

To lodge an appeal, you must complete this form and return it for the attention of the Assistant Principal within **10** working days of any Disciplinary Hearing Outcome Letter. Contact details can be located within the Stage D4 Outcome Letter.

Upon receipt of your appeal, a member of the Principalship team will conduct a review in accordance with established procedures. This review will occur within 10 working days from the date your appeal is submitted. If an appeal hearing is granted, you will receive at least 5 working days' notice regarding the date, time, and location of the appeal hearing. During the hearing, you will be asked to present the grounds for your appeal and to explain your case. Please complete the below form out in full.

Surname:		Forenames:		Student ID:
Course attended				
Home Address				
		Post Code:		
Contact Telephone No	day/eve/any			
Email				
Grounds for appeal	Please tick one or more of the below which you feel your grounds for appeal fall under: ☐ Procedural Integrity – The disciplinary process was not followed correctly, and this may have affected the outcome. ☐ New Evidence – relevant evidence has become available that could have not been reasonable presented at the original hearing. ☐ Disproportionate Outcome – the sanction imposed is not reasonable in relation to the nature or seriousness of the misconduct. If your grounds for appeal do not fall under one of the above your appeal will not be heard.			
Please let us know if you require any reasonable adjustments?				

Please write why you wish to appeal including the category(s) your appeal falls under:

Signed by Student **Date:**

Signed by Parent/Guardian (If under 18):

(Continue on overleaf if required)

