



**ST BRENDAN'S**  
SIXTH FORM COLLEGE

# **STUDENT APPEALS POLICY & PROCESS**

This policy & procedure will apply to all students at St Brendan's Sixth Form College seeking to appeal against a decision to permanently exclude being taken under the Positive Behaviour Management Procedures.

The Student Union has been consulted on the content of this policy before its implementation.

**For adoption and implementation from 01/09/2022**

## **CONTENTS:**

	Page No
1. Policy Statement	3
2. When does this procedure apply	3
3. When does this procedure not apply	3
4. Submitting an Appeal	3
5. Notification of Appeal Process or Meeting	3
6. Appeal Procedure	3
7. Possible outcomes of an Appeal	3
8. Related Policies and Guidance	4
9. Monitoring and Review of this Policy & guidance	4
10. Further information and advice	4
11. Glossary of terms	5

# Student Appeals Policy & Process

## 1. Introduction

- 1.1 St. Brendan's Sixth Form College intends to create an environment where all members of the College community share an understanding of what constitutes good behaviour, including the need for mutual respect, tolerance and understanding and good working relationships between staff and students. The College has an obligation to adopt formal policies and procedures for dealing with specific student matters and this includes an Appeals Process against permanent exclusion under the Positive Behaviour Management Policy (including Disciplinary Procedures).
- 1.2 The purpose of this procedure is to ensure that the proceedings at appeal hearings are conducted in an orderly and impartial fashion offering both parties an opportunity to present their cases. This policy covers circumstances when an appeal may be heard by a member of the College Leadership Team (CLT) where other College managers have applied a decision to exclude a student. This College policy therefore sets out the process allowing students to Appeal against College Decisions.

## 2. When does this procedure apply?

Any student who wishes to, may appeal against a **stage 4** decision taken by the College under its Positive Behaviour Management Policy and Procedure.

Appeals can only be made under the following circumstances: that there is additional evidence available that was not available at the time of the original decision; proper policy or procedures were not followed or there are mitigating circumstances that were not known at the time of the original decision.

## 3. When does this procedure not apply?

The right to appeal does not apply at stages 1,2 & 3 of the Positive Behaviour Management Policy and Procedure or to a temporary suspension. The right to appeal does not apply to any other student procedure.

## 4. Submitting an appeal

- 4.1 Any appeal must be submitted in writing, via the Principal's PA, to the College Leadership Team either by the student or their parent(s)/carer(s) within ten working days of the decision in question being made.
- 4.2 The appeal submission should identify the reason why the appellant believes the decision or exclusion was inappropriate.

## 5. Notification of Appeal Process or Meeting

The appeal will be dealt with within ten working days of receipt of the appeal submission by a member of the College Leadership Team.

## 6. Appeal procedure

- 6.1 The CLT member nominated to hear the appeal shall have access to all documents relating to the student's period of study at the College in order to make an informed decision. If an appeal meeting is called, the CLT member shall receive representation from the appellant and the relevant Academic Mentor, Academic Mentor Manager, or College Leadership Team member (AM/AMM/CLT) as appropriate.
- 6.2 If the student appellant is under 18 their parent(s)/carer(s) will be invited to accompany them. The student appellant may also choose a designated representative to accompany them, or to speak on their behalf.
- 6.3 The outcome of the appeal will be decided after all parties have made their submissions and any further information required by the member of CLT has been made available, but not later than five working days after the hearing. The outcome shall be notified to all parties in writing.

## 7. Possible outcomes of an appeal:

- upholding the original decision (no change)
- reinstatement of the student on their learning programme (which may include certain conditions)
- adjustment of their study programme

The decision of the member of CLT at this appeal stage is final.

## 8. Related policies and other information

- Positive Behaviour Management Policy (including Disciplinary Procedures)

## 9. Monitoring the Policy and Procedure

The College will monitor the use and outcomes of this Policy and Procedure using information provided through a number of anonymised data sources including:

- Case records on appeal outcomes (as anonymous metrics)
- Feedback from staff and student union
- Feedback from the governing body
- Our Equality Scheme report (annual)

<i>Date agreed and adopted by CLT</i>	<i>13/11/2019</i>
<i>Next review date</i>	<i>01/07/2023</i>

*Policy owned by Head of Student Services for review and monitoring purposes*

## **GLOSSARY OF TERMS & ACRONYMS:**

Anonymised	Information which does not identify the individual
Appellant	Student making the appeal
AM	Academic Mentor
AMM	Academic Mentor Manager
Designated Representative	A person allowed to represent the student
Exclusion	Not allowed to attend the College – a 'suspension'
Outcome	The result of the appeal
Reinstatement	Return to attending College as a student
PA	Personal Assistant
CLT	College Leadership Team