



## **Appeals Procedure**

**April 2022**

**Review: April 2025**

## **1 Introduction**

There are occasions when students or parents wish to appeal against decisions made by the College. This procedure outlines the process involved.

This procedure applies to the following:

- Admissions
- Progression
- Complaints
- Student disciplinary matters

## **2 Process**

Appeals are co-ordinated by the Deputy Principal except in circumstances where the Deputy Principal has been directly involved in the original decision\*.

An appeal against a decision must be addressed in writing to the Deputy Principal within 10 working days of the original decision being communicated.

For the appeal to succeed the appellant must:

- Provide evidence that the College has breached the policy concerned and/or
- Prove that information used by the College in making its decision is incorrect or incomplete and/or
- Present relevant and significant mitigating circumstances that the College has not considered in reaching its decision

The Deputy Principal may call upon advice from sources at their disposal in reaching a decision regarding the appeal, including legal expertise and advisors from professional associations. The Deputy Principal may choose to convene a panel to consider the appeal if they are unable to make a decision based on the details provided by the appellant.

## **3 Appeal decision**

The outcome of the appeal will be communicated to the appellant within 15 working days of the receipt of the appeal at the College. If the appellant and/or associated witnesses is/are required to meet the Deputy Principal or a panel the decision will be communicated within 15 working days of the meeting.

The decision of the Deputy Principal is final. No further appeal will be considered and no further correspondence will be entered into regarding the original decision or the appeal by the Deputy Principal or staff at Reigate College.

*\*In circumstances where the Deputy Principal has been directly involved in the original decision the appeal will be referred to the Chair of Reigate Learning Alliance. In these cases "Deputy Principal" will be replaced by "Chair of Reigate Learning Alliance" in the process.*