

Applicant Appeals Policy

Policy Title		Applicant Appeals Policy			
Author / Reviewer/s		BASCITT Programme Director Governance Lead			
Trustee Committee		BASCITT Executive Board			
Signed by Oliver Parker (Chair of BASCITT Executive Board)					
Reviewed	January 2022	Approved	January 2022	Next Review	January 2024

Aims and Values

Basingstoke Alliance SCITT (BASCITT) is committed to ensuring that their admission process is implemented fairly, so that everyone is treated in accordance with current relevant legislation. We recognise that we have a responsibility to ensure high and consistent standards in our role as a Training Provider. We recognise the right of the applicant to appeal against a decision that has been made by the Selection Panel.

The SCITT reserves the right to reject a formal appeal that it considers to be unsubstantiated or frivolous.

For the BASCITT to investigate an appeal, the applicant should appeal within 15 working days of notification of the decision. Should the applicant appeal after 15 working days then the BASCITT reserves the right to not to investigate the appeal but will refer the request to the BASCITT Executive Board to decide whether to proceed.

Scope

Applicants who wish to appeal against the decision of unsuccessfully gaining a place with the BASCITT made during the recruitment procedure:

These include, for example –

- Appeals against being rejected prior to interview.
- Appeals against being rejected following an interview day.
- Appeals against conditions in a conditional offer.

Responsibilities

The BASCITT Executive Board is responsible for:

- Appointing an Appeals Committee which consists of experienced interviewers from partnership schools who were not on the original selection panel.
- Ensuring that the policy is working in practice and monitoring its efficiency.
- Addressing and resolving any failures of the policy.

The Appeals Committee is responsible for:

- Implementing the appeal procedures.
- Reporting the outcome of the decision to the BASCITT Programme Director.
- Presenting their recommendations to the BASCITT Executive Board.

The BASCITT Programme Director is responsible for:

- Ensuring that applicants are aware of the procedures by placing the policy on the website.
- Presenting evidence as required by the Appeals Committee.
- Advising the applicant of the Appeals Committee decision.

Appeal Grounds

Applicants will be able to appeal against application decisions. Applicants may appeal on the grounds that:

- a) There has been a procedural irregularity. A situation where the applicant believes that the SCITT has not adhered to its own stated policy and procedures.
- b) The emergence of new material which may have affected the decision. It must be made clear by the applicant as to why this information was not made available at the time of application. It should be noted that if this information was available at the time of application but not included, for any reason, it will not be considered as new information.
- c) Evidence of bias or prejudice.

Any formal appeal must be submitted, in writing, by the applicant or by someone to whom the applicant has given written consent to appeal on their behalf within 15 working days of the decision.

Appeal Procedures

- a) Applicants have the right to appeal if the judgment has been made that they have been unsuccessful in gaining a place on the BASCITT programme.
- b) Any appeal will be dealt with in a professional manner.

The Process

Informal Stage

Stage 1: Written feedback. All unsuccessful applicants receive feedback on their application. For those applicants unsuccessful at the point of application, this information will be put onto the DfE Apply portal.

Feedback may be given in person, by telephone or in writing (including by email). For applicants who are unsuccessful after interview, verbal feedback will be given via telephone and confirmed in writing (including by email) detailing the applicants strengths and areas for improvement for future applications.

If requested the Programme Director can discuss the feedback provided to clarify any questions the applicant may have about the decision.

If the applicant wishes to appeal the decision they will need to move to a formal appeal.

Formal Appeals

Stage 2: Any applicant who wishes to lodge an appeal against a decision is asked to do so, in writing, within 15 working days of the application decision.

The BASCITT Programme Director will acknowledge the request and an appeal panel will be appointed by the Executive Board to review the application documentation and make an assessment decision.

The Programme Director will inform the appeal applicant of the appeal panel's decision within 20 working days from receipt of the appeal in writing. At completion of this decision the applicant will be issued with a Completion of Procedures (COP) letter making the decision final.

If the appeal is successful, the applicant will be allowed entry on to the course.

Next Steps

If the applicant is not satisfied with the outcome of the appeal they can raise the matter with the Office of the Independent Adjudicator for Higher Education (OIA). The OIA is an independent organisation that considers student complaints.

They can be contacted by telephoning 0118 959 9813 or emailing: enquiries@oiahe.org.uk

Their website is: <https://www.oiahe.org.uk/myoia/>

The area for complaints can be found at:

<https://www.officeforstudents.org.uk/contact/complaints-and-notifications/making-a-complaint-to-a-higher-education-provider>

Applicants have 12 months to take their appeal to the OIA starting from the date the COP letter was issued. The applicant only needs to send the COP letter. They can complete a form online via the online portal.

The OIA will decide whether the student's appeal is one they can look at under their rules and will let both the applicant and the provider know.

If the applicant believes BASCITT did not handle their appeal in accordance with the published applicant appeals procedure or they acted unlawfully or unreasonably in the exercise of their duties under education law, they could also consider contacting the ESFA after they have completed the final stage.

The ESFA will not normally reinvestigate the substance of appeals or overturn any decisions made by BASCITT. They will consider whether BASCITT has adhered to education legislation and any statutory policies connected with the complaint and whether they have followed [Part 7 of the Education \(Independent School Standards\) Regulations 2014](#). The complainant can refer their complaint to the ESFA online at: www.education.gov.uk/contactus, by telephone on: 0370 000 2288 or by writing to:

Academy Complaints and Customer Insight Unit
Education and Skills Funding Agency
Cheylesmore House
5 Quinton Road
Coventry
CV1 2WT

Policy Review

This policy will be reviewed every two years.