

<b>Policy Title</b>		Appeals Policy	
<b>Author / Reviewer</b>		BASCITT Programme Director/ Governance Lead/Finance & Resources Director	
<b>Board/Committee</b>		BASCITT Executive Board	
<b>Signed by Chris Toner (Chair of Executive Board)</b>			
<b>Reviewed:</b> April 2021	<b>Approved :</b> May 2021	<b>Next review :</b> May 2023	

### Aims and Values

The Basingstoke Alliance School Centred Initial Teacher Training programme (BASCITT) is committed to ensuring that all trainees are treated fairly and with consideration. 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 trainee to appeal against a decision that has been made about their progress that results in their failure to meet Teachers' Standards.

This policy covers appeals against outcomes from the Disciplinary Policy Process or the Cause for Concern Policy Process. This includes:

- Failure of teaching placements.
- Failure to meet the criteria set for activities/tasks/assignments set during the course of the year.
- Failure to meet the Trainee Code of Conduct.

### Leadership and Management

**BASCITT Executive Board** is responsible for:

- Appointing an Appeals panel which will consist of:
  - a Partnership School Headteacher from the Executive Board
  - a Dove House School Trustee
  - a partnership school SCITT Co-ordinator (excluding from the school where the trainee is on placement)
- Ensuring that the policy is working in practice.
- Monitoring the success of the policy.
- Identifying any failures of the policy.
- Addressing and resolving any failures of the policy.

**The Appeals Panel** is responsible for:

- Implementing Appeal procedures.

- Making a decision based on the evidence provided.
- Reporting outcome to the Executive Board.

The **BASCITT Programme Director** is responsible for:

- Ensuring that the trainees are aware of the procedures.
- Presenting evidence as required by the Appeals panel.

## Procedures

Trainees have the right to appeal if a judgment from the Disciplinary or Cause for Concern process has been made that they have failed any aspect of the course.

Trainees who wish to appeal against any judgement made should notify the BASCITT Programme Director within fifteen school working days of receiving the judgment.

The BASCITT Programme Director will inform the Executive Board who will appoint an Appeals panel to convene within fifteen school working days of receipt of the appeal request.

Should the appeal request be submitted within 5 school working days of the end of course completion, the panel will meet within 15 school working days. Appeals received after the end of the Summer Term will be acknowledged and heard within fifteen school working days from the start of the Autumn Term.

<b>Appeal hearing</b>	At the formal stage, the Trainee Teacher must be invited to attend a hearing.
<b>Hearing arrangements</b>	<p>The Trainee Teacher must be invited in writing to attend the hearing.</p> <p>The letter must give the Trainee Teacher <b>7 school working days'</b> notice of the hearing.</p>
<b>Formal record of the hearing</b>	<p>A formal record must be taken during the hearing. This may be made by audio recording the hearing or by a note taker. It is the BASCITT's responsibility to make the appropriate arrangements.</p> <p>If an audio recording takes place, a copy of the recording must be retained by the BASCITT. The BASCITT must comply with all relevant data retention and storage requirements.</p>
<b>Alternative date</b>	<p>The BASCITT expects that the Trainee Teacher and their representative will make all reasonable efforts to attend the first scheduled hearing date and time.</p> <p>If this is not possible, the Trainee Teacher may propose an alternative date and/or time. This should be within <b>15 school working days</b> of the original appeal request date. The hearing will then be rescheduled.</p>
<b>Sharing of information</b>	<p>The Investigating Officer and the Trainee Teacher are required to exchange all relevant papers and supporting evidence in advance of the hearing. All parties must submit all paperwork for inclusion to a panel hearing pack to arrive to the BASCITT administration at least <b>5 working days</b> before a hearing.</p> <p>The BASCITT administration team will ensure that a hearing pack containing all evidence is supplied to the Appeals panel, Trainee Teacher</p>

and/or their representative at least **3 working days** before a hearing.

Initial management documents will be supplied to the Trainee Teacher with the invitation letter.

### **Right of representation**

The Trainee Teacher has the right to be represented/accompanied at a formal stage hearing or appeal hearing. This can be by a professional association/trade union representative or a BASCITT colleague. The right to be accompanied is limited to one person only.

It is the Trainee Teacher's responsibility to:

- Arrange their own representative.
- Liaise with their representative to agree the formal hearing or appeal hearing date and time.
- Advise the BASCITT administration of the representative's details.

There is no right to legal representation at any stage of this policy.

### **Attending formal hearings**

If the Trainee Teacher is not well enough to attend the hearing, it may be deferred until they are able to attend. A hearing will not be deferred indefinitely because the Trainee Teacher is unable to attend.

### **Outcome of a formal hearing**

If a Trainee Teacher's placement is withdrawn, any sums owing to the BASCITT from the Trainee Teacher must be repaid.

The BASCITT Appeals Panel must fully consider all evidence presented. They will then decide whether or not to uphold the decision.

The decisions of the Appeals panel will be reported to the Executive Board.

Procedure (COP) letter within **5 working days** of the hearing. A copy of the COP letter and any warning must be placed on the Trainee Teacher's file.

The BASCITT Programme Director will implement any recommendations made by the Appeals panel.

### **Unsuccessful appeals**

Trainees have the right to make a formal complaint following an unsuccessful appeal and are directed to the complaints policy.

#### Office of Independent Adjudicators (OIA)

If an appeal cannot be resolved then the trainee has the right to make a formal complaint to the OIA. However, before a student can complain to the OIA, they must normally have first completed their provider's internal complaints or appeals procedures. Once they have done so, the provider should issue a Completion of Procedures Letter. This letter should set out clearly the issues that have been considered, the provider's final decision and the deadline for bringing a complaint to the OIA.

WEB SITE: <http://www.oiahe.org.uk>

OIA

Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB

Telephone: 0118 959 9813

### **Monitoring**

**The Executive Board** will monitor the implementation of the policy by:

- Ensuring criteria are clear and are applied consistently.

### **Training and Development**

SCITT Co-ordinators, Mentors and Subject Board Tutors will be signposted to the Appeals policy during relevant meetings and any arising training will be delivered by the BASCITT Director. The Executive Board will propose solutions to any issues arising from failure in policy and procedures.