

# SF SCITT Appeals Policy & Procedure



Review Date:

Spring Term 2025

Next Review Date:

Summer Term 2026

## Scope of Policy

This policy applies to all South Farnham SCITT (SF SCITT) Initial Teacher Training programmes. It does not cover the End Point Assessment of an Apprentice as this is conducted by a third-party organisation.

For formal complaints, please refer to the SFET Complaints Policy & Procedure ([www.sfet.org.uk](http://www.sfet.org.uk)).

## 1. Introduction

This policy outlines the procedure to follow if a trainee/apprentice wishes to appeal against decisions or grading made by SF SCITT regarding the award of Qualified Teacher Status. The policy does not include appeals relating to termination of training due to a safeguarding or disciplinary allegation against a trainee/apprentice being upheld.

In the case of an appeal against an assessment decision (as defined above) the only rights of appeal provided by this procedure are against decisions of final/external assessors on matters related to assessment.

Trainees/apprentices are free to and encouraged to raise with the Director of ITT any matters of concern, of a general nature, concerning assessment.

Any individual grievance or difficulty concerning assessment or training that arises during a trainee/apprentice's programme should be raised in the first instance with the assessor concerned. If this fails to produce an acceptable resolution, the matter may be raised with the Director of ITT who may refer the matter to the SF SCITT Appeals Panel. The SF SCITT Appeals Panel may decline to consider an appeal against the assessment until the possibility of resolution at Director of ITT level has been exhausted, unless the appellant is able to demonstrate that it was not practicable to see such a resolution.

The SCITT Strategic Board will receive an annual statement from the Office of the Independent Adjudicator of Higher Education (OIA) to detail any 'completion of procedures' (CoP) letters issued.

## 2. Appeal against an assessment decision

A trainee/apprentice may appeal against the decision of a final/external assessor on any of the following grounds:

- (a) that there exist circumstances materially affecting the trainee/apprentice's performance which were not known to the final/external assessor when the decision was taken and which it was not reasonably practicable for the trainee/apprentice to make known to the final/external assessor beforehand.
- (b) that there were procedural irregularities in the conduct of final assessment/external assessment procedures, of such a nature as to create a reasonable possibility that the result might have been different had they not occurred.
- (c) that there is evidence of prejudice, bias or inadequate assessment on the part of final/external assessor

An appropriate medical certificate from a qualified medical practitioner must support any appeal citing medical factors. Medical certificates should normally be submitted at the time of the illness or disability; retrospective certificates will be accepted at the discretion of the SF SCITT Appeals Panel.

### **3. SF SCITT Appeals Panel**

The SF SCITT Appeals Panel will be composed of:

- CEO of South Farnham Educational Trust
- Director of ITT for SF SCITT
- An experienced, external partner school representative from the Strategic or Headteacher Board
- A SCITT Support Tutor (not related to the appeal)
- A member of the SFET Trust Board

All members of the panel must be present for the panel to be quorate. The final/external assessor or any person concerned with an appeal under consideration, nor any member of staff who has become involved in any of the subject matter giving rise to the appeal, shall be present as a member of the Panel while it considers that appeal. If in any case, the disqualification and/or non-availability of members of the Panel makes it impossible to constitute a quorum for a particular case or hearing, it may appoint one or more additional members of the Panel for the purpose of hearing that appeal from other members who represent the three areas of representation i.e. SF SCITT Strategic Board member, Programme Consultant, an experienced representative from a partner school or another provider.

### **4. Procedure for Appeals**

An appeal must be submitted in writing to the Director of ITT as soon as possible, and in any case must be received no later than 15 school days after notification to the trainee/apprentice of the decision of the final/external assessor. A trainee/apprentice appealing more than 15 school days after notification was sent by post to his or her most recently notified address will be required to satisfy the Panel that the notification of the decision was not received more than 15 school days before the notice of appeal.

- a) A trainee/apprentice submitting an appeal must specify the address to which correspondence relating to the appeal can be sent. Correspondence sent to that address will be assumed to have been received in the normal course of post.
- b) The Panel shall first consider the grounds of each appeal based on the written evidence submitted by the appellant and may call for further evidence from any person as necessary. The Panel will not at this time interview the appellant or witnesses.
- c) The Panel shall determine whether the written evidence discloses a prima facie case. If the Panel considers that no prima facie case exists, it may either ask the trainee/apprentice to provide further written particulars or reject the appeal.

- d) If the appeal is rejected, the trainee/apprentice may resubmit his or her appeal on one further occasion within 15 school days of receiving notification of the outcome of the appeal, provided that material and significant new evidence is submitted.
- e) If the panel decides that a prima facie case exists it will proceed with a full appeal hearing and any person whose conduct is brought into question by the appeal shall be given a copy of the appeal and shall be given an opportunity to give evidence to the appeals hearing.
- f) The appellant shall be given at least 10 school days written notice of the date and time of any formal hearing of his or her appeal, and of his or her right to be accompanied as set out below.
- g) If the appellant fails to attend the scheduled hearing and fails to provide a reason acceptable to the Chair, the hearing may take place in the appellant's absence, provided that the Appeal Panel is satisfied that notice of the hearing was properly served.
- h) If at any time before a hearing it is decided by the Appeal Panel that a member of the Appeal Panel had a direct personal interest in the appeal, such a member shall withdraw, and the Chair shall appoint a new member to the Appeal Panel.
- i) The appellant has the right to be accompanied at the formal hearing by another trainee/apprentice or a trade union official or a work colleague, who may present the appellant's case if the appellant so wishes. The appellant may not be represented by a legal practitioner. The SF SCITT representative(s) against whose decision the appeal has been made or his or her representative may also be present at the hearing. The Appeal Panel shall determine which other persons may be present at the hearing but may not unreasonably exclude any persons called by the appellant or another interested party as witnesses.
- j) Both parties shall be required to submit, to the Appeals Panel, a written summary of the case they wish to bring, including any supporting evidence, seven days prior to the hearing. Additional material brought on the day of the hearing will be admitted at the discretion of the Chair. The procedure for a hearing shall be as follows:
  - i. The Chair shall outline the procedure for the meeting for both parties.
  - ii. The Chair will ask the appellant (or representative) to present his/her case in support of the appeal, and to introduce any witness(es) in support of the case.
  - iii. Members of the Appeal Panel may ask questions of the trainee/apprentice and/or representative and/or his/her witness(es).
  - iv. SF SCITT representative(s) may ask questions of the trainee/apprentice and/or representative and/or his/her witness(es).
  - v. The Chair will ask SCITT representative(s) (or nominee) to respond to the appeal, and to introduce any witness(es) in support of the response.
  - vi. Members of the Appeal Panel may ask questions of SF SCITT representative(s) (or nominee) and his/her witness(es).
  - vii. The appellant (or representative) may ask questions of SF SCITT representative(s) (or nominees) and their witness(es).
  - viii. The Chair will ask the SF SCITT representative(s) (or nominee) to summarise his/her case.
  - ix. The Chair will ask the appellant (or representative) to summarise his/her case.

- x. The parties will be asked to leave the meeting and the Appeal Panel will consider the evidence that has been heard and may at this stage choose to reconvene the hearing to a later date in order to obtain further evidence of advice from other parties. Should this be the case, all parties will be invited to attend the reconvened meeting.
  - xi. The appellant will be notified of the outcome in writing as soon as is reasonably practicable after the meeting.
- k) Minutes of the proceedings of the Appeals Panel shall be kept by the Director of ITT.
- l) After considering the evidence, an Appeal Panel may decide as follows:
- (a) that the appeal be dismissed, or
  - (b) that in the case of appeal against the decision of a Final/External assessor, s/he be required to reconsider his/her decision taking into account such information or findings as the Appeal Panel may deem appropriate.
- m) If re-assessment is agreed the following procedures will apply:
- i. A new final/external assessor shall be appointed.
  - ii. The final/external assessor so appointed shall be informed that they are conducting a reassessment but shall be given no other information about the previous assessment.
  - iii. Where the recommendations of the original final/external assessor and new final/external assessor conducting the re-assessment differ, the recommendation of the latter will be binding on the SF SCITT and the trainee/apprentice.

The decision and any findings of the Appeal Panel shall be reported to the appellant, the final/external assessor (where the appeal is related to assessment), any person to whom notice of the proceedings was given, and to the Trust/Strategic Board.

The Director of ITT shall be responsible for the review of the operation of the process, a report must be submitted within 10 school days of notification of the outcome to the Partnership.

The Director of ITT will issue the appellant with a Completion of Procedures letter after internal procedures have been exhausted.

## **5. Data Protection**

- a) SF SCITT will retain trainee/apprentice information for a period of seven years commencing from the end of the academic (as defined by the appropriate local authority) training year.
- b) Appeals will be treated with an appropriate degree of confidentiality, disclosing information only to those who need it to investigate or respond to the issues raised.
- c) Trainee/apprentices are asked not to include unnecessary personal information, particularly about third parties, in their appeals or complaints. SF SCITT is required to inform third parties that we are processing their data and that it will be held for a period of 15 months from the date of the appeal / complaint notification.

## Appendix A – Trust and SF SCITT Contact Details

### **South Farnham Educational Trust**

Menin Way, Farnham, Surrey, GU9 8DY

01252 716155

### **Contact details for the CEO**

Sir Andrew Carter: 01252 716155

[acarter@sfet.org.uk](mailto:acarter@sfet.org.uk)

### **Contact details for the Director of ITT**

Mrs Ann-Marie Bahaire

01252 716155

[abahaire@sfet.org.uk](mailto:abahaire@sfet.org.uk)

### **Contact details for Clerk to the Trust Board**

Mrs Claire Buckton

01252 716155

[cbuckton@sfet.org.uk](mailto:cbuckton@sfet.org.uk)

## Appendix B – Appeals form

Please complete and return to the Director of ITT (Mrs Bahaire - [abahaire@sfet.org.uk](mailto:abahaire@sfet.org.uk)) who will acknowledge receipt and explain what action will be taken.

<b>Your name:</b>
<b>Training cohort (academic year):</b>
<b>Main placement school:</b>
<b>Contact details – email and telephone number</b>
<b>Please give details relating to your appeal (adding extra pages if necessary):</b>

**Are you attaching any paperwork? If so, please give details.**

**Signature:**

**Date:**

**Official use**

**Date acknowledgement sent:**

**By who:**

**Appeal referred to:**

**Action taken:**

**Date:**