

# Appeals Process

Once a decision has been shared, candidates can appeal:

Stage 1: informal conversation with decision-maker to discuss concerns and seek clarification on the decision.

Stage 2: if not happy with response at stage 1, candidate makes a formal appeal in writing to Mr Cordingley within 5 school days of the initial decision being shared. The candidate must appeal on one of the following grounds:

- The school has made an administrative or procedural error.
- The candidate was prevented from completing a process or procedure for valid reasons which were not known by the school when the decision was made.

Response within 5 school days (i.e. by no later than the end of 10<sup>th</sup> school day from initial decision).

Stage 3: if not happy with response at stage 2, candidates may request a review of the decision by writing to Mr Cordingley within 15 school days of the initial decision. The candidate must request the review on one of the following grounds:

- The appeals procedure has not been correctly followed.
- The investigation was not completed within the normal time periods (set out above).
- New evidence has been made available which, for valid reasons, was not available when the initial decision was made
- The decision reached was not reasonable in consideration of all the circumstances.

Final response within 5 school days (i.e. by no later than the end of the 20<sup>th</sup> school day from the initial decision).



PENKETH HIGH SCHOOL

