**Ashton on Mersey SCITT**

**Applicant Appeals Policy**

**Author: S Buckley Date written/amended: 18th April 2017**

**Date of next review: 18th April 2018**

**Aims and Values:**

Ashton on Mersey SCITT is committed to ensuring that all applicants 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 applicant to appeal against a decision that has been made by the interview panel following an interview.

**The Appeals Committee:**

**The Ashton on Mersey SCITT Appeals Committee** consists of:

* Chair of the Strategic Board
* 1 Head Teacher from a Primary Partner
* 1 Head Teacher from a Secondary Partner
* Teaching School Governor.

**The Appeals Committee** is responsible for:

* Implementing Appeal procedures
* Presenting evidence and recommendations to the Strategic Board.

**The Operational Group** is responsible for:

* Ensuring that the applicants are aware of the policy and procedures
* Presenting evidence as required by the appeals Committee.

**Procedures:**

Any appeal will be dealt with in a professional manner.

Applicants have the right to appeal if the judgement has been made that they have been unsuccessful in gaining a place on one of the SCITT’s programmes.

Applicants who wish to appeal against any judgement made should write to the SCITT Manager within ten working days of receiving the judgement.

The SCITT Manager will inform the Head of Teaching School and an applicant appeals committee will be appointed. No member of the original interview panel or those with prior knowledge of the candidate will be on the appeals committee.

The applicant appeals committee will consider all documented evidence. They will then decide whether or not to uphold the decision. This decision is final.

The decision of the applicant appeals committee will be reported to Operational Group.

The applicant will be informed in writing of the outcome by the SCITT Manager.

If the applicant’s appeal is upheld, the applicant will be given full support from the SCITT team to achieve QTS. Consideration may have to be given to a deferred place if all places have been allocated and offers accepted.

***The SCITT Manager will ensure the policy will be made available to all applicants on request and is available on the website.***