**Ashton on Mersey SCITT**

**Applicant Appeals Policy**

**Author: S Buckley Date written/amended: 15th October 2018**

**Date of next review: 15th October 2019**

**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.

**Procedures:**

Any appeal will be dealt with in a professional manner.

Applicants have the right to appeal if the judgment 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 judgment made should write to the SCITT Manager within ten working days of receiving the judgment.

The SCITT Manager will inform the Head of Teaching School and an applicant appeals committee will be appointed. Members will consist of HTs from either a Primary or Secondary Partner School. 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 the SCITT Manager.

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.***