

Ashton on Mersey SCITT **Appeals Policy**

Date amended: July 2023

Aims

Ashton on Mersey SCITT 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 or ability to meet the professional Teachers' Standards.

This policy covers appeals against:

- Failure to pass a school based placement.
- Failure to meet the criteria set for activities/tasks/assignments set during the course of the year.
- Failure to meet the Code of Conduct.

The Appeals Committee:

The Ashton on Mersey SCITT Committee consists of:

- Chair of the Strategic Board
- 1 Head Teacher from a Primary Partner
- 1 Head Teacher from a Secondary Partner
- Trust 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 Trainees are aware of the policy and procedures
- Presenting evidence as required by the Appeals Committee.

Procedures:

All appeals will be dealt with in a professional manner.

Trainees have the right to appeal if a judgment has been made that they have failed any aspect of the course.

Trainees who wish to appeal against any judgment made should write to the SCITT Lead within ten working days of receiving the judgement.

The SCITT Lead will inform the Director of the SCITT and the Strategic Board who will request the Appeals Committee to convene within ten working days of receipt of the appeal.

Appeals received after the end of the Summer Term but within ten working days will be heard in September.

The Appeals Committee will consider all documented evidence presented by both parties. They will then decide whether or not to uphold the decision.

The decisions of the Appeals Committee will be reported back to the Strategic Board.

The Trainee will be informed in writing of the outcome by the Appeals Committee.

If the Trainee's appeal is upheld, the Trainee will be given full support by the SCITT Programmes Manager and SCITT Lead to continue the course or to defer training (if that is within the Trainee's best interest).

The SCITT Lead will implement any recommendations made by the Appeals Committee.

The Ashton on Mersey SCITT appeals process.

Date amended: July 2023

1. PURPOSE OF THE APPEALS PROCESS

The purpose of the appeals process is to safeguard the interests of all trainees. They may be used only when there are adequate grounds (see section 3) for doing so and may not be used simply because a trainee is dissatisfied with the outcome of his/her assessment or other decision concerning their progress.

Any request for an appeal hearing must:

- a) Be submitted within the required timescales; and
- b) Demonstrate that there are valid grounds for appeal.

2. RIGHTS AND RESPONSIBILITIES

	Trainees	SCITT Appeal Committee
Appeal Process	To seek an appeal hearing to reconsider the decision of the final grading of the school based placement and/or a decision made by the SCITT.	To decide whether or not the trainee has valid grounds for appeal.
Appeal Hearing	To be accompanied and/or represented at all stages of the process provided that the companion or representative is not a professionally contracted advocate.	To attend the appeal hearing.
Appeal Request Form	To submit all documentation required in respect of the appeal process. To provide accurate details of contact address, email and telephone number.	To receive the appeal request form and submit to the Strategic Board for their appeal review.
Evidence	To submit any evidence connected with the appeal process.	To ensure all the relevant evidence has been submitted by the trainee.

3. GROUNDS FOR APPEAL

This section looks at the grounds for appeal hearing in more detail. It tells the trainee what he/she will need to submit to enable the SCITT Manager to decide whether they are entitled to an appeal hearing.

There are 2 valid grounds for Appeal. These are:

- 1** ***Failure to pass the school based placement***
- 2** ***Programme Management Deficiencies***

FAILURE TO PASS THE SCHOOL BASED PLACEMENT

This is simply a claim that one or more of the components which have made up the trainee's final assessment outcome is incorrect.

In the request for an appeal hearing, the trainee needs to:

- State the reason for the belief that their final assessment outcome is incorrect
- What they think should be the correct outcome

The trainee can raise the issue directly with the Course Leader if they wish, but still needs to submit a request for an appeal hearing form within the specified timescale.

The SCITT Manager will raise the query with the SCITT Management Team. If the belief is found to be correct, appropriate action to rectify the matter will be taken, the trainee will be notified of this; and the matter is thus concluded without the need for an appeal hearing. If the SCITT Management Team maintains the grade is correct, and the trainee does not accept this view, the matter will proceed to appeal.

PROGRAMME MANAGEMENT DEFICIENCIES

This refers to some identifiable deficiency in the running of the course. As with the other grounds for appeal, the circumstances in question need to have been material to the trainee's final grading outcomes.

It is the expectation of the SCITT that trainees will seek to have any perceived deficiencies in the management of the programme rectified through the available procedures at the time when they were thought to have occurred.

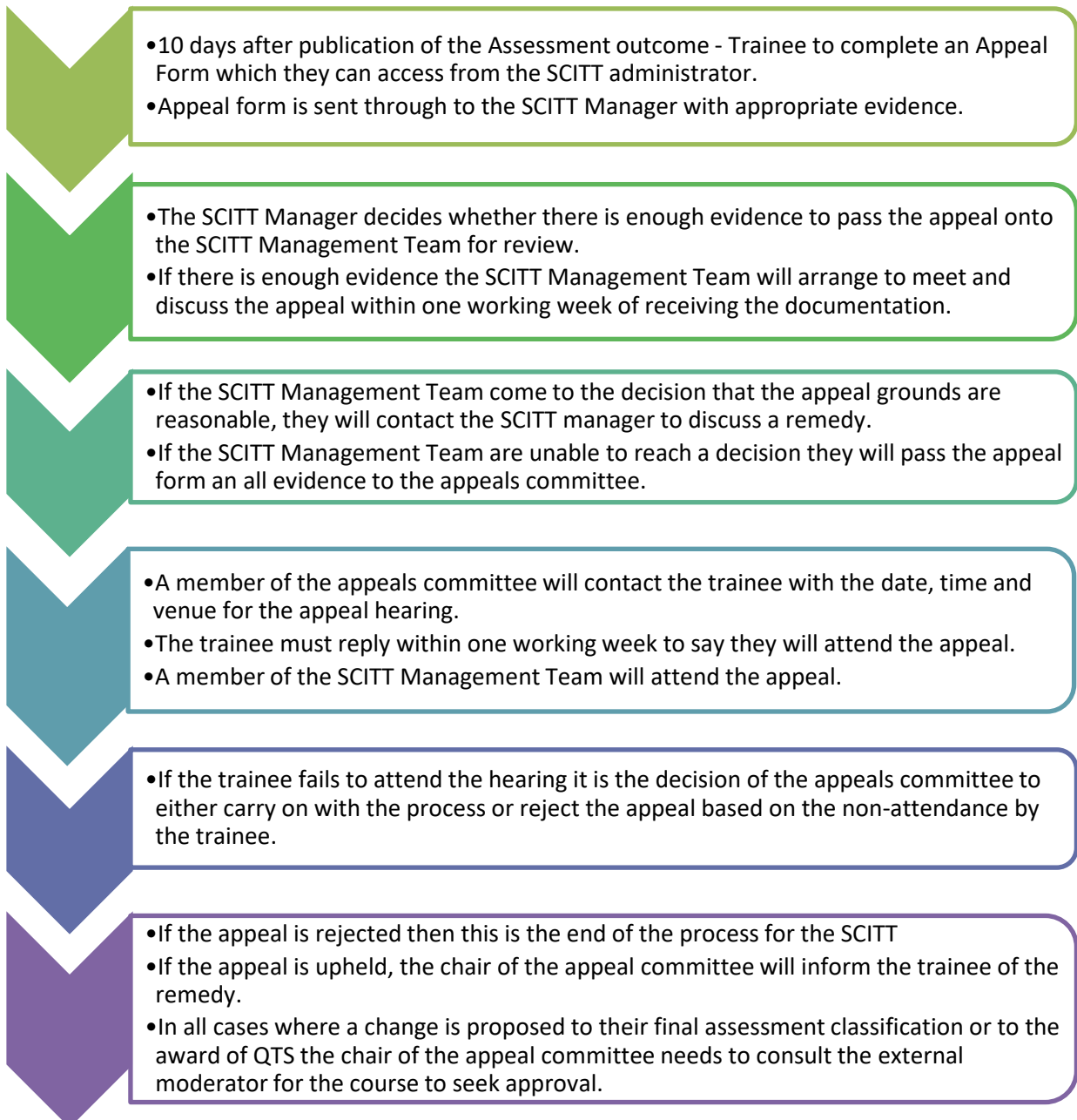
In the request for an appeal hearing, the trainee will have to state the following:

- Details of the alleged deficiencies
- The time when they took place
- In what way these deficiencies were material to the determination of their final grading outcome
- In what way they feel disadvantaged on account of the alleged irregularity
- What action they took to have these deficiencies rectified and the outcome of this or (as relevant)
- Why they did not seek to rectify the deficiencies through course procedures.

Permission for an appeal hearing to be granted on these grounds will only be granted where the trainee can show one of the following:

- The procedures available within the management of the course were not made available to them
- That the procedures did not remedy the deficiencies
- That there were valid reasons why they did not use these procedures
- That there were valid reasons why the concern was not raised through other procedures.

4. OVERVIEW OF THE PROCESS



5. Evidence

The trainee must complete the request for appeal hearing form and include enough information and evidence to support their request to the SCITT Manager. Examples of evidence which the Ashton on Mersey SCITT will accept is outlined in the table below

Grounds for Appeal	Examples of evidence
Failure to pass the school based placement	Documented evidence from trainee portfolio Written statement from mentor, link tutor and course leader.
Programme Management Deficiencies	Substantial evidence that the ITT programme has had detrimental effect on the trainee progress. The Ashton on Mersey SCITT will consider each appeal on this ground for each individual case.

The Ashton on Mersey SCITT reserves the right to request more evidence as and when necessary to the appeal process.

6. The Appeal Hearing

Prior to the Appeal Hearing the trainee should consider the following:-

- What do they want the panel to understand, and how is it best to present this?
- What questions may the SCITT Management Team representative and/or Appeal Panel members ask?
- What questions should the trainee be asked to ensure that their evidence is fully presented?
- The trainee should be told that they may be asked questions by the SCITT Management Team representative and/or the panel members; try to work out in advance what these might be
- What questions do they want to ask SCITT Management Team representative?
- Despite this preparation, there may be a need to think of some questions at the appeal hearing, depending on what the SCITT Management Team representative has said.
- For the closing statement, be prepared to gather together your thoughts well on the day.

7. The Appeal Hearing Outcome

- Once the trainee and if applicable, the SCITT Management Team representative, have presented their evidence to the appeals committee they will withdraw from the proceedings. The appeals committee will then deliberate and come to a decision.

The trainee will be invited back into the hearing to be told the outcome, which will be one of the following:-

- ***Appeal rejected*** - If the appeal is rejected then this is the end of the process for the SCITT.
- ***Appeal upheld*** - If the appeal is upheld, the chair of the appeal committee will inform the trainee of the remedy.

In all cases where a change is proposed to their final grade classification or to the award of QTS the chair of the appeal committee needs to consult the external moderator for the course to seek approval.