

Admissions Complaints and Appeals Procedure

An applicant may **appeal or lodge a complaint** at the application stage if they believe:

- The admissions process was not conducted fairly or in accordance with published procedures.
- There is evidence of bias, discrimination, or procedural irregularity.
- Information provided was not considered appropriately in the decision-making process.

Note: Appeals will not be considered solely on the grounds that the applicant disagrees with the professional judgement of the admissions team.

Informal Resolution

- In the first instance, applicants are encouraged to request **informal feedback** via the SCITT Administrator by emailing [insert SCITT admissions contact email].
- Where appropriate, a brief explanation of the decision and scoring against criteria can be provided.

Formal Appeal

If the applicant is dissatisfied after informal feedback, they may submit a **formal written appeal** within **21 school working days** of receiving the decision on the DfE Apply system.

The appeal should include:

- Applicant's full name and application reference
- Grounds for appeal
- Supporting evidence (if applicable)

Appeals should be sent to:

Mrs A Lungley

Prince Henry's and South Worcestershire SCITT
Victoria Ave
Evesham
WR11 4QH

Appeal Review Process

- Mrs A Lungley (or a delegated senior staff member not involved in the original decision) will acknowledge receipt within **5 working days**.
- The appeal will be reviewed against the admissions criteria and procedures.
- A decision will be communicated in writing within **15 school working days** of receipt.

Outcomes of Appeal

Possible outcomes include:

- **Uphold the original decision** (with rationale)
- **Reconsider the application** (e.g., reinstate for interview)
- **Recommend changes to admissions procedures** (if applicable)

The outcome of the appeal is **final**, and there is no further internal right of appeal.

Review and Monitoring

This policy is reviewed **annually** to ensure alignment with current legislation, regulatory guidance, and sector best practices. Feedback from candidates and partner schools is also taken into account.