

Admissions Appeals Procedures



Admissions Appeals Procedures

1. Definition of an admissions appeal

- An appeal is a request for reconsideration of a decision by LETTA representatives, authorised to determine whether an applicant is suitable for a training place with LETTA. An appeal is a process addressing mitigation that may relate to circumstances affecting the applicant. The request for appeal will be permitted only on specific grounds. If an applicant believes that admissions procedures have been applied improperly, this constitutes a complaint which should be progressed through separate procedures.
- An appeal may be made in circumstances where applicants are not granted a place on the programme for which they applied either at the point of application or at interview.

2. Eligibility for appeal

- An appeal may be made by any applicant who is refused a place on the programme and where there may be mitigating circumstances that allow for reconsideration of the application.
- An appeal made by a third party, on behalf of the applicant, will not normally be accepted unless the applicant is in some way incapacitated.
- An individual will normally make an appeal. Where an appeal addresses common issues, with agreement from all parties, an appeal from a group will be considered.

3. Grounds for appeal:

Applicants may ask for reconsideration of an application by LETTA representatives:

- Where there could have been material or administrative errors where not all documentation pertaining to the quality of the applicant was to hand;
- Where there are mitigating or extenuating circumstances that may have affected the applicant's performance at the time of, or leading up to interview - for example, bereavement in the family the day before interview, illness etc.
- NOTE: All grounds should be supported by evidence provided by the applicant.

4. Validity of Appeals

Appeals will be considered except under the following circumstances:

- Where the applicant has appealed before and the original decision was upheld
- Where more than four weeks has passed since notification of rejection of application was sent to the applicant
- Where evidence has not been provided by the applicant to support the claims of mitigation / extenuating circumstances
- If applicants have had their interview postponed (on their request), owing to claims of mitigation/extenuating circumstances, they cannot then use the same issue as grounds for appeal
- Vexatious, frivolous or fraudulent appeals – these shall be rejected from the outset and the candidate informed in writing with reasons why

5. The Process of Appeal

Admission appeals should be contained on a standard form with the following structure:

- Candidate details (name, address etc.)
- Programme for which they applied
- Name of interviewer / date of interview
- Why appealing
- What grounds
- What they want from this process
- Detailed Statement
- Evidence provided
- Signature/date

The process should take the following form:

- The applicant submits the above form within specified time scale, e.g. within 4 weeks of notification of rejection being sent to the applicant via the UCAS website
- The form is sent to the LETTA Administrator, Bygrove Primary School, Bygrove Street, London E14 3DN
- A written acknowledgement of the appeal must then be sent to the applicant
- The Director of School Improvement, in liaison with the Programme Leader, will set up a small subcommittee to consider the appeal. No-one involved in the original decision will be a member of this committee
- The subcommittee calls on the Programme Leader and other staff involved for information/guidance/evidence
- Members of the subcommittee compare this with the candidate's application for appeal, and make a decision
- If the appeal is upheld the candidate will be re-interviewed by a different panel
- In all cases, the candidate must be written to with the outcome of the appeal within 10 working days
- The panel outcome is final

Admissions Appeal



Name

Address

Tel. No

Email

Date of interview

Outcome of interview

Grounds for the appeal / Reasons

Summary / Main points of the appeal

Desired outcome by applicant

Indicate what you would like form this process.

Detailed statement and evidence

Provide all relevant details to support your appeal with evidence

Signature:

Print name:

Date:

.....

To be completed by the LETTA Administrator:

Names of interviewers on panel providing contested decision:

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Form to be sent to:

LETTA Administrator
Bygrove Primary School
Bygrove Street
London
E14 6DN