

Admissions Procedure – The Right of Appeal

1. Acknowledgement of receipt of application.

- Every applicant and his/her parent or carer will have received acknowledgement of receipt of application.
- Every applicant and his/her parent or carer will have been notified of the outcome of the application at the earliest opportunity after the [Admissions Panel](#) for the relevant year has considered the application.
- The outcome of the decision can be:

- (a) [Regretfully](#) to decline the application on the basis of the information provided without taking matters any further.
- (b) [To ask for more information and/or.](#)
- (c) [To invite the applicant to undertake a full overnight assessment at St. Elizabeth's Centre in order for a multi-disciplinary initial assessment to be completed](#)

- If the outcome is [unsuccessful](#) the parents/carers are informed, with copies of correspondence sent [to all relevant external agencies i.e. local authority](#)
- If a placement is offered, letters are sent to:
 - [Parents/carers](#) of the applicant
 - [Social Care and Special Educational Needs Department at the local authority and where appropriate to the local Clinical Commissioning Group.](#)

2. The Right of Appeal

- In the event of an application [is unsuccessful](#), there is the right to request that the decision should be reconsidered.

Stage 1

- Any formal request to reconsider a decision regarding the outcome of the application should be put in writing within four weeks of the date of the decision letter, giving the reasons for requesting a review. [The letter should be directed to the Clerk of Governors and will be acknowledged, within 10 working days.*](#)

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- Appeal requests will **not** be considered if the young person does not meet the eligibility criteria for age. Further guidance can be in the High Needs Operational Guide.ⁱ
- An Appeal Panel will be called. This will include representation from a non-staff i.e. Governor, School and a College member not involved in the initial admissions panel. The Director of Education or Head of College or Registered Manager will provide evidence to the Appeal Panel, but they will not be involved in the final appeal panel decision. There may be a need to request additional information/references from other agencies that relate to the application.
- Reconsideration of the application will involve ensuring that:
 - sufficient information has been obtained in support of the application to enable a proper judgement to be made by the College and Domiciliary Care Service;
 - appropriate consideration has been given to any additional factors;
 - Judgement has been made in accordance with the admission criteria and suitable pathways of learning;
 - The procedure followed has been in compliance with the process authorised by the Governing Body of the College and the guidelines/regulations of the Education and Skills Funding Agency. (ESFA);
- As soon as reconsideration of the application is complete, the applicant and his/her parent/carer will be notified of the subsequent outcome and the grounds for reaching the decision. This will be completed within 7 working days of the Appeals Panel.*

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Stage 2

Should the applicant still have cause to question the decision of the Admission Panel, there is the option of referring the matter to the Trustees of St Elizabeth's Centre. Such an appeal should be made in writing within four weeks of the date of the letter confirming the outcome of the appeal review. The letter should state the grounds for appeal. The Trustees would then review the application and the reconsideration process undertaken by the Appeal Panel to assure that the appropriate procedures had been followed correctly and that the matter had been considered fairly and objectively.

The College will keep formal records of all applications and any requests for reconsideration. The records and associated documentation will be available to the Education and Skills Funding Agency for inspection and audit as required. There is no further right to appeal to St Elizabeth's regarding the Trustees decision, which shall be final.

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