



# Appeals Policy

Approved by:  
Date:  
Review Date: Summer 2019  
Person responsible: Sarah Barker

## **Induction**

This policy addresses the situation where students may wish to appeal against a decision which has been made concerning a qualification which has been awarded through ASDAN

## **Access**

Students and their families/carers are made aware of the existence of this policy and have open access to it. It can be found with Welburn Hall School policies and online at [www.welburn-hall.n-yorks.sch.uk](http://www.welburn-hall.n-yorks.sch.uk) . The tutors are made aware of this policy and how to access it in order that students can be supported.

This policy is reviewed annually and may be amended in response to feedback from students, staff, parents/carers and external organisations.

## **Policy Statement**

All students at Welburn Hall School with appropriate support from parents/carers have the right to make an appeal about any of the levels received for the qualifications they are undertaking.

If any student/parent/carer wishes to appeal a decision, they should follow the following procedure

1. If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason why they wish to appeal.
2. The member of staff has a responsibility to explain to the candidate why he/she received the grade/mark/level
3. If the student/parent/carer is not satisfied with the explanation, the piece of work will be re-moderated by another member of staff also involved with that qualification
4. The student will be informed of the outcome of the re-moderation by letter
5. If the student wants to continue their appeal, he/she needs to contact the deputy head, who will provide the student with information about the appeals procedure for ASDAN and explain what is involved. The deputy head will assist with the completion of any forms and will correspond with the awarding body on behalf of the student.
6. Please note: a student must have the support of the centre to be able to appeal against a result.