

## South Downs College - Appeals Procedure

Students may leave College before the end of their course because:

- They have been **dismissed** due to poor performance (eg attendance, non-submission of work and/or poor behaviour) following the Learner Capability process, OR
- They have been **withdrawn** for other reasons by mutual consent (eg poor health, moving to another area etc).

Where a student is dismissed from College, he/she shall have the right of appeal in the first instance to the Appeals Panel. Students (and, if appropriate, parents) shall be informed of this right in writing. Appeal requests must be made either in writing or by telephone to:

Robyn Romano  
PA to Appeals Panel  
South Downs College  
College Road  
Waterlooville  
PO7 8AA  
Tel: 02392 797993  
Email: rromano@southdowns.ac.uk

The Appeal request must be made within five days of receipt of the Director of Curriculum's decision to dismiss the student from College. Once an appeal is lodged, the student shall not attend College until the Appeal is heard.

Students may appeal against dismissal on the following grounds -the student feels that:

- The College's procedures were not followed correctly
- The process leading to dismissal featured discrimination/unfair treatment
- Significant further information should be considered that was not available at the time of the dismissal
- The dismissal process was unreasonable.

A request for an appeal must identify the grounds from the list above and provide a brief supporting statement.

The Appeals Panel consists of the Vice Principal and the Assistant Principal (Student Services and Support). Students have the right to present their case in person to the Appeals Panel at an appeal hearing, with one other person in attendance if they so wish to support them. Students may invite witnesses to present evidence orally or in writing. During an Appeal, the Panel may receive representations from the student concerned, parents/carers, Director of Curriculum, Learning Manager, Pastoral Leader, Tutor and any other person they deem appropriate. Evidence may be received in writing or orally, as the Panel determines.

The Panel, in consultation with the Principal, may either:

- Uphold the decision for the student to be dismissed, or
- Reinstate the student, with or without conditions as appropriate.

The findings of the Appeal will be communicated to the student and, if appropriate, to his or her parents/carers, in writing. The decision of the Appeals Panel is final.

September 2016