



Stratford College London

## Admissions Appeals Policy & Procedure

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## **Admissions Appeals Policy & Procedure**



# Stratford College London

## Admissions Appeal Policy and Procedure

### Purpose

This policy is designed to offer a window of opportunity to prospective students who feel dissatisfied with the College Admissions procedure and may wish to lodge an appeal against the admissions decision. Much as the College Admissions Policy and Procedure has been designed to be inclusive, fair and transparent, an applicant may have grounds to disagree with the admissions decision and may therefore wish to seek redress on the matter. All prospective students will be made aware of the College Admissions Appeals Policy and Procedure as available to those who may wish to appeal against the admissions decision.

### Scope

1. This policy defines an admissions appeal as a formal request for a selection decision to be reviewed and will only be considered in a case where there are adequate grounds as indicated below. An applicant can seek a review of an admissions decision concerning the application on procedural grounds. The appeal must be made within 2 weeks of the admissions decision being made.

This policy provides an opportunity for an applicant to lodge an appeal where they have reasons to believe that:

- The admissions decision was reached in error either by ignoring a step in procedure or a failure to interpret or consider a document or information provided by the applicant which in effect, led to a specific decision
- The admission decision contradicts the published entry criteria
- There emerged information which may have affected the decision and that such information were not available at the time of the original decision.

On the following grounds, an admissions appeal may not be considered:

- If the appeal is made in bad faith
- If the applicant disagrees with a decision which was arrived at on academic grounds about the applicant's suitability to study on the programme.
- the matter is already sub-judice and therefore prohibited from public discussion

### Key Principles

In order to provide opportunity for fair handling of admission appeals, this policy rests on the following principles:

- Treating all appellants with respect and dignity
- Ensure that no applicant is treated unfairly or discriminated against in any future admissions process
- In all aspects of the appeals procedure, the College will ensure that the principles of procedural fairness and impartiality are strictly adhered to.
- The process will be carried out in a transparent and timely manner
- Staff must ensure confidentiality of the process to the extent that it is compatible with the College investigation and the need to share information with College members of staff internally. The appellant must be informed where it is found necessary to share information on the matter with any third parties.



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- A named member in an appeal and from who a response is expected for handling the appeal effectively must be informed about the appeal and requested to reply.
- The College will not accept anonymous appeals or appeals from 3rd parties;
- The College will process all admissions appeals in accordance with set deadlines in this policy.
- When processing admissions appeals, the College will adhere to procedures outlined in this policy and heed any College policies related to fairness, equality and diversity and College ethos and values.

### **The Admissions Appeals Procedure**

In line with the College principles, the timeliness of the process will be ensured in order that appellants get to know of the outcomes as quickly as possible so they may seek other opportunities if need be.

- In the first place an applicant who has cause to appeal against the College admissions decision must approach the Admissions Officer to discuss the point of appeal. This is the informal stage of the process.
- Should the first stage fail to yield satisfactory outcomes for the applicant, there is an opportunity to lodge a formal appeal.
- In the case where the appellant is not satisfied with the response from the Admissions Officer then within 7 days of hearing from the Admissions Officer, a formal appeal can be lodged by completing the admissions appeals form (**Appendix 1**).

**In completing the admissions appeal form, the applicant must furnish the College with the following information:**

- Complete the College Admission appeals form fully
- Adhere to the stipulated timescale provided herein this policy
- The applicant's full name and address
- Date of admission application
- Date of admissions outcomes communicated to applicant
- The grounds for the appeal (in detail with any evidence provided)
- An indication of the outcome being sought

### **Admissions Appeals Panel**

This would be comprised of the Principal and the Programme Leader. The panel will acknowledge receipt of the formal appeal within 5 working days.

The Admissions Appeals Panel will investigate the appeal and respond in writing within 15 working days of the receipt of the formal appeal barring any complexities of the appeal. In the case where the matter is perceived as a complex one, the applicant shall be informed that the consideration of the case will exceed the stipulated 15 working days and furnish the applicant with the adjusted timescale for completion of the case.

The Panel in considering all the evidence provided shall in a fair manner arrive at a conclusion and inform the applicant accordingly within the 15 days' timescale or within the revised timescale whichever is applicable.

This concludes the appeal procedure. [Students cannot take Admissions Appeal to OIA.](#)



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**APPEAL FORM**

<b>Student Details</b>	
<b>Name</b>	
<b>Student ID No</b>	
<b>Programme</b>	
<b>Year</b>	
<b>Name of Tutor</b>	
<b>Mobile No</b>	
<b>Email</b>	
<b>Address</b>	
<b>REASON</b>	
Please write in detail your reason for appeal against the admission outcome or complaint against any issues (use separate sheet if necessary).	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b>	
Date Received: _____	Received by: _____
Action Taken: _____	
Appeal Result: _____	
Referred to DOS: <b>Yes / No:</b> _____	Date: _____
Date Replied to Student: _____	Programme Leader's Signature: _____