



ASDAN - Reynolds Cross School Appeals Policy

Reynolds Cross Vision:

To be the best of the best; to be a place where "Every Individual" really does matter, to maximise independent learning and enjoyment in line with school aims; and to be a, positive, happy and fun learning environment with outstanding features.

Date reviewed : 30th October 2017

Next Review date: October 2018

To be reviewed by Kim Doherty, ASDAN Administration, centre WM051.

ASDAN Reynolds Cross School Qualification Appeals Policy

Introduction

This policy addresses the situation where students may wish to appeal against a grade he/she has received for a qualification.

Access

Students and carers are made aware of the existence of this policy by reference to it in a letter home when students are informed of their current years ASDAN activities.

All tutors are made aware of these policies and how to access them in order that students can be supported.

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

Policy Statement

Every student (or person acting on behalf of a student) at Reynolds Cross School has the right to make an appeal about any of the marks received for the qualifications they are undertaking.

If any student 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 they wish to appeal.
2. The member of staff has a responsibility to explain to the candidate why he/she received the grade/mark.
3. If the student is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with that qualification.
4. The student will be informed of the outcome of the re-marking by letter.
5. If the student wants to continue the appeal, he/she needs to contact the Assistant Headteacher, who will provide the student with information about the appeals procedure for the relevant awarding body and explain what is involved. The Assistant Headteacher will assist with the completion of any forms and will correspond with the awarding body on behalf of the student.

Please note: a student must have the support of the centre to be able to appeal against a result.