

## **APPEALS PROCESS – ADMISSION APPEALS**

### **(FURTHER EDUCATION ONLY)**

This appeals process applies to **enrolment decisions** where the college refuses to enrol a learner on an A Level or vocational qualification course because the learner has not met minimum entry requirements or because the course is over-subscribed.

There are separate processes for:

- exam results appeals for Further Education qualifications
  - exam results decisions for Higher Education courses at the college
  - accessing personal information about grades and ranking
  - asking the college to enter someone for an exam re-sit
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#### **Enrolment Appeals**

If the college refuses to enrol you on your chosen A Level or vocational qualification because you have not met the minimum entry requirements, or because your chosen course is already full, we will arrange for you to receive advice and guidance on alternative options for you. This may be an alternative course at the college or with another training provider. We will also provide you with an internal right of appeal against the decision to refuse to enrol you on the course of your choice. You can submit an enrolment appeal even if you accept an alternative course offer at the college or elsewhere. However, you may need to enrol and start the other course before you know the result of this appeal.

#### **Appeal on entry requirements**

Entry requirements for courses are to make sure that you will be able to keep up with the level and pace of learning for your chosen course. This is to support you, other learners and the teacher.

Sometimes there may be reasons why you were not able to meet the entry requirements, or other reasons why you feel you should be allowed on to a course, even though you have not met the requirements. If so, you can appeal using this enrolment appeal process.

Learners are added to courses throughout the enrolment process until the course is full. If you have applied for a popular course after it has already filled up, you will not be allowed to enrol on that course even if you have the necessary grades. If you are not happy with this decision, you can appeal using this enrolment appeal process.

## Appeal process

All enrolment appeals must be sent in by email to [appeals@loucoll.ac.uk](mailto:appeals@loucoll.ac.uk), or using the appeals form addressed to Appeals, Executive Office, Loughborough College, Radmoor Road, Loughborough LE11 3BT.

Appeals must be signed by the person submitting the appeal; this can be either the learner or the learner's parent/carer.

Appeals must include:

- The learner's full name and address
- The name and address of the person submitting the appeal, if different.
- Contact details, including email address and phone number, for the person submitting the appeal
- Details of all of the courses you have applied for at the college (eg A Level Maths, Physics & Chemistry)
- Details of the course(s) that we have refused to enrol you on (eg A Level Maths)
- Any alternative course you have enrolled on because we would not give you your preferred choice
- The qualifications and grades you have been awarded (either in summer 2020 or previously)
- Evidence of those grades
- If there were good reasons why you did not achieve the results you needed, explain these and provide any supporting evidence
- If there are other good reasons why you should be allowed on to a course even though you have not met the entry requirements, explain these and provide any supporting evidence
- If you have achieved the required results but the course is full, explain why your enrolment application was late or why you should be allowed on to the course anyway.

You should send in your appeal as quickly as possible, and at the latest by 28<sup>th</sup> August 2020. If you do not have all of the evidence available, send in your appeal anyway and explain what further evidence you will provide and when you expect it to be available.

When the appeal is received, we will acknowledge receipt and pass it to the Head of Department to prepare a response. If they consider that something has been done wrong and agree to overturn the decision, they will contact you and arrange to enrol you on your chosen course. If not, your appeal will be referred to a panel. Appeal panels will take place in the first week in September, so that any successful appeals can join the normal enrolment process. Any late appeals will risk missing out on induction and learning at the start of the course.

Appeals will be decided by a senior manager in the college with no connection to the decision or process you are appealing about. Appeals will normally be dealt with based on the written information put forward by you and by the Head of Department. If the person considering the appeal decides that the appeal needs to be dealt with at a hearing with you and the curriculum team present, you will be invited to a telephone hearing.

You will be provided with the date and time of the hearing at least three working days beforehand. All hearings will take place by phone, lasting up to 30 minutes. You will be invited to explain your

reasons for appealing and to present your evidence, and the curriculum team will be asked to explain why they disagree with you. If you do not join the hearing, the decision will be made on your written appeal and any evidence you have already submitted. The outcome of the appeal will be sent to you in writing, normally within a week of the hearing.

#### Further steps

The decision of the appeal panel is final. There is no legal right to appeal to someone outside of the college (unlike for schools). If you believe that there was discrimination in the appeal process or decision-making, you may wish to seek legal advice.