

Christ The King Sixth Form College

Conduct of Appeals for Permanent Exclusion

Appeals hearings will normally follow the procedure outlined below, although it is acknowledged that depending on individual cases the Chairman of the Appeals Panel may vary the order of events.

- 1 The Chairman introduces those present and explains the procedure.
- 2 The senior manager responsible explains the reasons for the original decision and members of the panel and/or the appellant are able to seek clarification on the points raised or on the written documentation sent in advance of the hearing.
- 3 The appellant, their representative or parents explain the reasons for the appeal and members of the panel and/or the senior manager are able to seek clarification on the points raised or on the written documentation sent in advance of the hearing.
- 4 The senior manager and the appellants withdraw leaving the Appeals Panel to deliberate.
- 5 The judgement of the Appeals Panel will be based solely on whether the criteria for exclusion described in the Exclusion Policy have or have not been met.
- 6 Depending on the length of time taken, the complexity of the case and the time of day it is open to the Panel to announce their judgement at the time or to reserve judgement. If judgement is reserved a decision will be taken within 24 hours. The appellant will be informed of the decision by letter, which will be signed by the Chairman of the Panel.

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