



# YORKSHIRE WOLDS TEACHER TRAINING

## Appeals Policy

### Version 1.4

<p><b>Important:</b> This document can only be considered valid when viewed on the VLE. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p><b>Name and Title of Author:</b></p>	<p>Alison Fletcher (Director of Yorkshire Wolds Teacher Training)</p>
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<p><b>Related Documents:</b></p>	

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## **POLICY STATEMENT**

Our **vision** is to develop the next generation of great teachers, ethical school leaders and advocates for the teaching profession who will ensure our schools and young people thrive.

Our **core purpose** is simply to develop great new teachers. We do this by exemplifying excellent practice and through observation, mentoring, coaching, practice, reflection and sharing with peers. We will equip our trainees with a wide range of teaching and learning strategies and support them to motivate and inspire young people.

Yorkshire Wolds Teacher Training is committed to developing its trainees into excellent teachers through a creative, effective and rigorous programme underpinned by supportive and highly experienced teacher educators. Our aim is to create models of outstanding practice across the partnership and to meet the needs of our partner institutions as well as training the school leaders of the future.

### **1. PURPOSE**

YWTT is committed to ensuring that all candidates and trainees are treated fairly and with consideration in line with legal and statutory frameworks.

There may be occasions where a trainee wishes to appeal against a decision YWTT has made. This policy details the circumstances where a trainee may wish to submit an appeal and the process by which the trainee should do this.

Candidates will be able to appeal against application decisions. It should be noted that the dispute of academic or professional judgements is not possible under the appeal system. However, candidates may appeal on the grounds that

- (a) There has been a procedural irregularity where the candidate believes that YWTT has not adhered to its own stated policy and procedures.
- (b) The emergence of new material which may have affected the decision. It must be made clear by the candidate as to why this information was not made available at the time of application. It should be noted that if this information was available at the time of application but not included, for any reason, it will not be considered as new information.
- (c) Evidence of bias or prejudice

Any appeal must be submitted, in writing, by the candidate within 10 working days of the decision.

#### **Appeals against assessment decisions**

Formative assessment processes are used throughout the training year until the presentations of the final Evidence Portfolio bundle. The summative assessment for QTS includes the Evidence Portfolio Presentation the submission of a final Evidence Bundle. Trainees are able to appeal against assessment decisions at any point during their training year. It should be noted that the dispute of QTS judgements is not possible under the appeal system. However, trainees may appeal on the grounds that:

- a) Their performance as assessed was affected by exceptional factors which they were unable to submit to the YWTT Director (and team) during the training year.
- b) Their performance was affected by administrative or material error in such a way that there may be reasonable doubt regarding the accuracy of an assessment decision

## **2. SCOPE**

This policy applies to all candidates for YWTT ITT programmes and trainee teachers enrolled with YWTT.

## **3. ROLES AND RESPONSIBILITIES**

The **YWTT Executive Board** is responsible for ensuring this policy is applied fairly and consistently across the organisation.

The **Director of YWTT** is responsible for ensuring candidates and employees are treated fairly and consistently. The Education Alliance Human Resources Department can provide advice, guidance and support in the implementation of this policy.

## **4. EQUALITY AND DIVERSITY**

YWTT is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation eg. The Equality Act 2010.
- Delivering high quality teacher training that meets the diverse needs of its trainee population, ensuring that no individual or group is disadvantaged.

## **5. APPEALS PROCESS**

Candidates or trainee teachers wishing to submit an appeal must do so in writing to the Director of YWTT, detailing the grounds for their appeal, within 10 working days of the notification of the decision made by YWTT.

The Director of YWTT will acknowledge receipt of the appeal within 5 working days of receipt of the appeal. The Director of YWTT will make arrangements for an appeal committee to hear the appeal. The Director of YWTT will gather relevant information, which will be shared with the appellant, their representative and the appeal panel at least 5 working days before the appeal hearing takes place.

The appeal panel will be made up of three members from the partnership who have not previously been involved in the decision which the candidate/trainee teacher is appealing against, including one from the YWTT executive board. The appellant may attend the appeal committee meeting and they may be accompanied (by a friend or Union representative). An appropriate note taker will attend any appeal meetings. The appeal panel will hear the appeal and the evidence from YWTT and they will decide to either uphold the appeal or retain the decision as was made by YWTT. They will confirm their decision in writing to the appellant within 5 working days of the date of the appeal hearing and their decision is final and concludes the appeal process.

If the appeal was against a decision not to select the candidate for a place on the ITT programme and the appeal is upheld, the YWTT team will endeavour to support the decision, however, there may be occasions where all places have been allocated and offers accepted and a deferred place may be the only option available to the YWTT and the candidate.

**6. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY**

Effectiveness and compliance of this Policy will be monitored on an annual basis.

**7. REVIEW**

This Policy and Procedure will be reviewed within two years of the date of implementation.