



Overview

When considering whether or not to submit an appeal, students must ensure that the following criteria are satisfied:

- There is new information (which can be evidenced)
- There are mitigating circumstances (which can be supported e.g. medical reports)
- Parents/carers have reviewed all information on the Cedar portal, to demonstrate where they believe conditions for progression have been met. A reminder of Cedar log in details can be obtained by emailing studentservices@huddnewcoll.ac.uk

Please note that any third party references to support an appeal must be submitted via the student as we are unable to discuss individual cases with unregistered contacts.

Appeal

- Any appeal must be received by the college within 10 days of the decision letter being sent
- The appeal should be emailed to studentservices@huddnewcoll.ac.uk and clearly state "Appeal" in the subject line. Alternatively, the appeal may be submitted in writing, by post to the college and addressed to Student Services and clearly designated "Appeal"
- Any appeal is initially referred to the Assistant Principal Additional Learning Support and Progression (Neville Phillips) or Assistant Principal Curriculum, Data and Planning (and Head of Admissions, Julie Pryce) for a review of the application and the outcome
- The outcome of the appeal will be communicated in writing to the applicant. The response will be issued within 10 days of the appeal being received by the college.

Final Appeal

- If the appeal response is deemed not to address the concerns within the appeal, an applicant can write to the Vice Principal or Designate who will consider the final appeal and rule on the matter
- The appeal should be emailed to studentservices@huddnewcoll.ac.uk and clearly state "Final Appeal" in the subject line. Alternatively, the appeal may be submitted in writing, by post to the college and addressed to Student Services and clearly designated "Final Appeal"
- The final appeal must be received by the college within 10 days of the initial appeal response letter being sent. The outcome of the appeal will be communicated in writing to the applicant. The decision reached by the Vice Principal or Designate is the final point of appeal