

## APPEALS PROCEDURE

1. In all cases where a student is required to withdraw from College s/he will have the right of appeal in the first instance to the Principal. Students and, if appropriate, parents will be informed of this in writing. Appeals to the Principal must be made in writing within five days of the receipt of the Director of Adult & Higher Education's decision to require a student to leave. Once the appeal is lodged the student will not attend College until the Appeal is heard and a decision made.
2. All students required to leave College shall have the right to present their case in person to the Principal with one other person, who may be a parent or friend, in attendance if they so wish. During an Appeal the Principal may receive representation from the student concerned, parents/guardians, Curriculum Head, tutor and any other person he deems appropriate.

The Principal may either:

- (i) Uphold the Director of Adult & Higher Education's decision to require the student to withdraw
- or
- (ii) Reinstate the student, with or without conditions as appropriate.

A student may appeal in writing to the Chairman of the Governors against a decision of the Principal to uphold her/his permanent exclusion. This appeal must be made within five days of the receipt, in writing, of the Principal's decision. The College will undertake to hear the appeal within fifteen working term time days of its being lodged.

The student will not attend College pending the hearing of the further Appeal. The Chairman may take such advice as s/he determines but the Chairman's decision shall be final.