

BARNET AND SOUTHGATE COLLEGE DISCIPLINARY PROCEDURES – PAPER 4

Appeals Procedure

1. A student can appeal to a Director within the Executive Leadership Group against disciplinary sanctions of exclusion as upheld by the Director of Curriculum

Appeals will only be heard on the following grounds:

- a. where the student can demonstrate that the College's Disciplinary Procedure was not followed,
- b. that additional information or new evidence that was not available during the Disciplinary interview has come to light,
- c. that existing evidence was not duly considered.

The document entitled "Reasons for Appeal" must be completed in full, and posted or e-mailed to the Principal's Personal Assistant in the Principal's office¹ within 10 working days of the date of the letter from the Director of Curriculum advising that he has upheld the recommendation for permanent exclusion.

2. If the appeal is received within the specified timeframe, an Appeals Panel will review the "Reasons for Appeal" document and decide if an Appeal Hearing is warranted. The Appeals Panel will comprise:
 - A Director within the Executive Leadership Group not previously associated with the case
 - One Curriculum Head not previously associated with the case
3. If a notice of appeal is lodged within the time allowed and an Appeal Hearing granted:
 - The hearing with the appropriate Director and a Curriculum Head not associated with the case, will be arranged within 14 working days.
 - The student will be given at least 6 working days' notice of the time and place of the hearing.
 - The student may be accompanied by a friend, student representative or relative. The student may not be accompanied by a legal or other professional adviser unless the College agrees to this, having been given notice before the day of the hearing. A legal or other professional adviser will only be allowed if the College intends to have an external adviser present.
 - Students under suspension and/or exclusion are NOT eligible to attend another student's Appeal Hearing.
 - Any documents considered at the interview with the Curriculum Head will be available for the purposes of the appeal, together with the notes of that interview.
4. The student will be notified in writing if the Appeals Panel does not feel that an Appeal Hearing is warranted, giving a reason or reasons for the decision.
5. At the Appeal Hearing, the student will be invited to explain the reasons for the appeal and to state his / her case.
6. The Curriculum Head who recommended exclusion will be asked to respond to the appeal and explain the reasons for the recommendation.

¹ Principal's Personal Assistant – Ahter Alkaner, Barnet and Southgate College, Southgate Campus, High Street, London , N14 6BS
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7. The Director hearing the appeal may ask questions, and will then consider whether to allow or dismiss the appeal. Witnesses will not normally be asked to attend except in relation to any relevant NEW evidence which has come to light since the decision to exclude was taken.
8. If the appeal is allowed, the Director may decide that less severe disciplinary action should be taken.
9. If the appeal is dismissed, the decision made by the Director of Curriculum will stand.
10. Within 6 working days of the Appeal Hearing, the final decision by the relevant Director will be confirmed in writing to the student.