

NORTHUMBERLAND

COUNTY

COUNCIL



The Grove School

ASDAN Appeals Policy

Date Reviewed: January 2024

Next Review Date: January 2025

Our Appeals Policy

Introduction

This policy addresses the situation where students may wish to appeal against any part of the learning or assessment process of any ASDAN qualification.

Access

Students and their parents and carers are made aware of the existence of this policy and have open access to it. It can be found in the policy file, situated in the front office, along with the appeals policies for each of the awarding bodies used by The Grove School. All teaching staff are made aware of these policies and how to access them in order that students can be supported.

This policy is reviewed annually and may be revised in response to feedback from students, teaching staff, parents and carers, governors and external organisations.

Policy Statement

All students at The Grove School have the right to make an appeal about any part of the teaching, learning or assessment process for any of the ASDAN qualifications they are undertaking.

If any student wishes to appeal, they should follow the procedure below:

1. If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
2. The member of staff has a responsibility to explain to a student the reasoning behind any teaching, learning or assessment decision.
3. If the student is not satisfied with the explanation, the piece of work will be re-assessed by another member of staff also involved with that qualification.
4. The student will be informed of the re-assessment decision by letter.
5. If the student wants to continue the appeal, our ASDAN co-ordinator will contact ASDAN to inform them of the situation. Our ASDAN co-ordinator will provide the student with information about the appeals procedure and explain what is involved and act on their behalf.

6. Please note: a student must have the support of the centre to be able to make any appeal.

Penny Derries

Headteacher

Bob Curry

Chair of Governors

Next date for review:- January 2025

Mrs M Tait

Reviewed January 2024