

## **Appeal against the decisions of the Access Panel**

*Please read the following information carefully*

- Grounds for Appeal may include:
- The Access Panel:
  - o failed to consider the application
  - o did not take into account the supporting evidence
  - o failed to apply published AQE policy and guidelines
  - o were not consistent and fair in the application of the AQE published Policy and Guidelines to all requests for Access Arrangements

An appeal application **must not**:

- Include additional information which was not available to the Access Panel at the time of the decision\*

An appeal application **must** provide the following:

- An Appeal Application Form (available on page 2 of this document)
- Reasonable grounds to convene an Access Appeals Panel
- A case (with supporting rationale), that the Access Panel did not hear the application, or did not apply the relevant published AQE policy or guidelines

*\*If you have additional information which was not available to the Access Panel at the time of the decision and you now wish to submit this, please use the 'Late Additional Information' form rather than the Appeals form. 'Late Additional Information' forms can be found via the AQE website ([www.aqe.org.uk](http://www.aqe.org.uk)) under the section 'Access Arrangements'*

## **ACCESS ARRANGEMENTS – APPEALING A DECISION**

*The following form should be completed by the Parent/Guardian*

**CANDIDATE NAME:**

**CANDIDATE NUMBER:**

**CANDIDATE D.O.B:**

**CANDIDATE PRIMARY SCHOOL:**

**Summary of rationale/ reason for Appeal.**

**List summary of evidences attached.**

**PARENT/GUARDIAN NAME:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_