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Responsible body: IFT Partnership Board

Admissions Appeals

On an occasion where a dispute over the decision to accept a candidate's application to IFT arises it is hoped that such issues can be dealt with informally through discussion. Where this is not possible, an applicant should follow the procedures detailed below. Any formal appeal raised will not influence any opinion of the applicant, their application or future communication, including new applications.

Making an appeal

An appeal can be made to request a decision regarding a candidate's admission to be re-considered in light of one or more of the following: decision to interview, offer a place or the content of an offer. An appeal can be made in response to the following:

- The Recruitment Policy has not been correctly adhered to.
- New information has been shared, accompanied by a valid reason for not presenting on application. This reason must be serious and if not, will not be a reason to overturn a decision.
- Evidence demonstrates that an application has been compromised through prejudice.

A candidate can only appeal against the decision regarding a course offer where there are adequate grounds for doing so and not simply because an application was unsuccessful.

Appeals can only be considered if received within 14 days of the rejection being made.

Any appeal which is put forward by an applicant which is abusive, threatening or involves mistreating a member of the ITT Team, verbally, in writing or physically, will not be tolerated and the application and appeal rejected without further opportunities to appeal.

Appeals cannot be submitted against the academic or professional judgement of the Recruitment Team.

The IFT Partnership Board reserve the right to make the final decision on an appeal.

Appeal procedures

1. An applicant should submit their appeal in writing to the Director of IFT. The letter should cite the grounds for the appeal. Importantly, any information which is brought to light retrospectively, will not be considered.
2. Once an appeal has been lodged with IFT no further informal communication between the IFT Hub team and the applicant can take place, this includes, emails, telephone calls and/or informal letters, which may compromise the process of the appeal.



3. The Director of IFT will assess the grounds for the appeal and will communicate in writing to the applicant within 14 working days. If there are no valid grounds for the appeal, it will proceed no further. If the grounds for the appeal are considered valid an investigation will be undertaken. The applicant will then be informed in writing of the outcome of the final decision within a further 14 working days, to allow time to thoroughly explore the grounds for the appeal.
4. On receipt of the decision from the Director of IFT, if the applicant is not satisfied with the decision, within 14 days of receiving the letter, can formally write to the Headteacher of Highcliffe School, detailing the grounds for the decision to be re-considered. At this stage an appeal will only be considered if the IFT Leadership Team have failed to follow the procedures outlined in this document.
5. If the grounds of the appeal are invalid the candidate will hear in writing that it has been dismissed and that the decision is final, with no further opportunity to appeal. If the appeal is upheld, an applicant will hear within 14 working days in writing.

Complaints procedures

1. If an applicant is dissatisfied with the ITT Hub, they may wish to lodge a complaint with the Director of IFT. The applicant should submit a letter detailing the grounds for the complaint. The Director of IFT will respond within 14 working days of receiving the letter, allowing time for investigation, if required.
2. If the applicant feels dissatisfied with the response from the Director of IFT, they can put their complaint in writing to the Headteacher of Highcliffe School, who will respond within 14 working days of receiving the letter. The response from the Headteacher of Highcliffe school is final and there will be no opportunity to take the complaint further.

All information regarding appeals and complaints will be held centrally by IFT, in accordance with the Data Protection Act 2018. This information will remain with an applicant's file and may be shared within the ITT Hub for quality assurance purposes.