WESTFIELD SCHOOL

Appeals Policy

Date Produced	**October 2013**
Original Author	**J Mead**
Updated	**April 2026**
Reviewer	**Julie Newcombe**
Ratified by Governors	Approved by the Curriculum and Achievement Committee on

Rationale

This policy addresses the situation where students may wish to appeal against an outcome he/she has received for a qualification.

Intent

Westfield School aim to provide the opportunity for students to gain qualifications with fair and well managed and monitored procedures. Students are made aware of the existence of this policy and have open access to it. It can be found in 6th Form and the main office, along with the appeals policies for each of the awarding bodies used by Westfield. All teachers and instructors 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 amended in response to feedback from students, staff, parents and external organisations.

Policy Statement

All students at Westfield have the right to make an appeal about any of the outcome received for the qualifications they are undertaking.

Procedure for making an appeal

If any student wishes to appeal a decision, they should follow the following procedure.

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 the candidate why he/she received the outcome.
3. If the student is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with that qualification.
4. The student will be informed of the outcome of the re-marking by letter.
5. If the student wants to continue the appeal, he/she needs to contact the exams officer, who will provide the student with information about the appeals procedure for the relevant awarding body and explain what is involved. The exams officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the student.
6. Please note: a student must have the support of the centre to be able to appeal against an outcome.

This policy was recommended for approval by the Curriculum and Achievement Committee on and subsequently approved by the Full Governing Body.

To be reviewed annually.