

# Admissions Appeals Procedure



Date approved: 18 Feb 2020  
Approved by: AMT/CCMT  
Responsible Manager: Admissions Manager  
Executive Lead: Vice Principal – Engagement

Applicable to staff: No  
Applicable to students: Yes  
Accessible to students: Yes  
Accessible to general public:  
(including clients) Yes

## Consultation

Consultation undertaken with:		Date:
• AMT	<b>Yes</b>	18 Feb 2020
• CCMT	<b>Yes</b>	18 Feb 2020
• Students	Yes	Feb 2020

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## 1. Scope and purpose of the procedure

This procedure applies to all applications made by prospective students in respect of our full and part time further education courses, higher education courses and apprenticeships at Blackpool and The Fylde College.

This procedure establishes the framework to be followed where applicants wish to appeal an admission decision

## 2. Introduction

B&FC is committed to delivering a fair, inclusive, transparent and professional admissions service for all applicants at all points of the application process. However, there may be times when you may feel that an admissions decision has been unfair or unsubstantiated.

This procedure describes the process that should be followed in such instances.

## 3. Definition of an appeal

An appeal is defined as a challenge to an admissions decision. This may be a decision to reject your application or on the conditions of your offer.

An appeal is not:

- general feedback
- an expression of dissatisfaction with a service you have received from B&FC

The Compliments, Complaints and Feedback procedure should be followed in the above instances. Further information may be found on our website at <https://www.blackpool.ac.uk/college-policies>

Academic appeals for current students are covered under separate procedures which may be found on our website:

Higher Education: <https://www.blackpool.ac.uk/he-regulations>

Further Education and Work Based Learning: <https://www.blackpool.ac.uk/college-policies>

Please note that the Office of the Independent Adjudicator (OIA) cannot consider complaints about admissions.

## 4. Principles

All applicants will be treated with respect and fairness during all stages of the admissions process.

Applicants will be kept informed throughout the process and all decisions will be clearly articulated in a transparent and timely manner.

B&FC will always aim to provide the right support so that applicants can ultimately benefit from, and succeed in, their programme or apprenticeship.

Relevant regulations and legislation will be complied with at all times.

Lodging an appeal will not affect any future applications or decisions in relation to the applicant however there may be circumstances where the Appropriateness to Study Policy will take precedence.

## **5. The Admissions Appeals Procedure**

### **5.1 Initial rejections**

All applicants whose applications are rejected will be provided with clear feedback on the reasons why this decision was made and where appropriate, given advice and guidance on other options that may be available.

If further clarification is required at this stage applicants should contact the Admissions Team at [admissions@blackpool.ac.uk](mailto:admissions@blackpool.ac.uk) or via 01253 504 322.

### **5.2 Reasons for rejecting an application**

Reasons for rejecting an application include - but are not limited to - the following

- Failure to complete the application form correctly
- Knowingly providing false or fraudulent information at any point of the application process
- Failure to attend an audition, workshop or interview or provide a portfolio (electronically or in person)
- Failure to fulfil academic or non-academic entry requirements (for example: a school leaver not having the required entry requirements, a satisfactory DBS disclosure, medical clearance before starting a course or providing evidence of securing relevant employment or placement)
- Failure to provide evidence of qualifications you have achieved within a reasonable timeframe as requested by B&FC

### **5.3 Stage 1**

Where an applicant believes an admissions decision is unfair or unsubstantiated, they may lodge a formal appeal.

## **General Data Protection Regulation (GDPR) and Permission to Disclose**

If the complainant wishes for someone else to raise an appeal with us on their behalf, B&FC has a legal obligation under the Data Protection Act 2018; with regard to sharing information with third parties. Therefore, B&FC will require written permissions to share this information with them.

Before permission is given to share the information with others, the complainant must consider whether our response will include any sensitive information about them. The complainant is required to contact us in advance to tell us which sensitive information we can and cannot share.

### **5.3.1 A formal appeal may be lodged when:**

An applicant believes that they have received discriminatory treatment compared to other applicants for the same course with the same entry requirements.

and/or

The applicant believes that B&FC has not adhered to its own stated policy and/or procedures for the processing of applications.

and/or

The applicants has mitigating circumstances information that was unavailable at the point of application.

### **5.3.2 Appeals may not be based on:**

Failure to complete the application form correctly;

Failure to attend an audition, workshop or interview or provide a portfolio (electronically or in person);

Knowingly providing false or fraudulent information at any point of the application process;

Failure to fulfil academic or non-academic entry requirements (for example, a satisfactory DBS disclosure or medical clearance or providing evidence of securing relevant employment);

Failure to provide evidence of qualifications you have achieved within a reasonable timeframe as requested by B&FC;

Generally questioning the academic or professional judgement of the admissions selectors.

### **5.3.3 Lodging a Stage 1 appeal**

To lodge a formal appeal it should be made in writing clearly stating the nature of the issue, what has been done to resolve this issue so far, an indication of the outcome you are seeking and supporting documents wherever possible. This should be sent to [admissions@blackpool.ac.uk](mailto:admissions@blackpool.ac.uk) within 10 days of the initial rejection decision. Stage 1 appeals will be reviewed as follows:

Further Education – Director for Students

Higher Education – Director of Higher Education

Apprenticeships and Work Based Learning – Head of Apprenticeships

We will send a written acknowledgement within 5 working days.

We aim to provide you with a formal response within 10 working days. If we are unable to do this you will be kept informed of our progress.

### **5.3.4 Possible outcomes**

Possible outcomes of a Stage 1 appeal are:

1. Uphold the appeal and take appropriate actions to correct the error
2. Reject the appeal on one or more of the following grounds:
  - The appeal did not qualify under one of the reasons outlined in 5.3.1;
  - The appeal was submitted after the deadline without good reason
  - No basis for supporting the appeal could be established based on the information available.

### **5.4 Stage 2**

Where you remain dissatisfied with the Stage 1 outcome, you may choose to progress your complaint to Stage 2 which is the final stage of the B&FC Admissions Appeals Procedure. This should be made in writing within 10 working days of when you received the Stage 1 response. Again you should explain why the outcome of the Stage 1 process is not satisfactory and what you would like us to do next.

Correspondence for Stage 2 should be addressed as follows:

Further Education and Work Based Learning (Apprenticeships) – Vice Principal,  
Quality and Curriculum

Higher Education – Vice Principal, Higher Education and Student Enhancement

All correspondence to be sent to the following postal address:

Blackpool and The Fylde College, Ashfield Road, FY2 0HB

We will send you an acknowledgement within 5 working days following receipt and we aim to provide you with a response to your Stage 2 within 20 working days.

#### **5.4.1 Possible Outcomes**

Possible outcomes of a Stage 2 appeal are:

1. To uphold the appeal based upon the evidence presented and confirm the final admission decision
2. To partially uphold the appeal based upon the evidence presented and confirm the final admission decision
3. To dismiss the appeal