



Admissions Complaints Procedure

POLICY WRITTEN BY:	SENDSCOPE Director Natalie Walsh
DATE POLICY PREPARED:	May 2022
DATE POLICY REVIEWED:	
DATE FOR NEXT REVIEW:	

Admissions Appeals arrangements are not statutory regarding AP schools. However, at SENDSCOPE we want to be as fair, objective and transparent as we can with all stakeholders regarding our admissions procedures.

Commissioners have the right of appeal against the refusal of a place at SENDSCOPE for which they have applied.

If a local authority, school or Academy is unhappy that a referral to SENDSCOPE has not been accepted they should write, setting out their concerns, to:

The Principal
The Pavilion
St Francis Xavier's College,
Woolton Hill Road,
Woolton,
Liverpool,
L25 6EG

The envelope should be clearly marked "**Admissions Complaint**". The referrer should make it clear whether they want a meeting, or wish for the matter to be dealt with solely in writing.

Their complaint will be considered by an independent admissions appeal panel drawn from the Board of Governors. A hearing meeting will be held if requested by the referrer. The referrer will receive written notification of the date and time of their hearing, which they can attend to explain their case.

Following the appeal, the Clerk to the appeals panel will write to referrer with the decision of the appeal panel. If the decision is that the referral should have been accepted, SENDSCOPE will offer the next available (appropriate year group) place to the student.