Recruitment Appeals Policy

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Date	**Version**	**Reason for the Change**	**Source**
29.06.2026	V11	Review and updates	M Eszrenyi

To be read alongside all relevant Barr Beacon SCITT and Matrix Academy Trust policies and procedures

1. Introduction

1.1. The aim of this procedure is to enable applicants to appeal against decisions in respect of recruitment for places on the Barr Beacon SCITT programme. It may also be used as the procedure for appealing the outcome of a complaint or grievance in conjunction with the Trainee Complaints Policy.

2. The appeals panel

2.1. The chair of the appeals panel will be the SCITT Director. In the case that the SCITT Director is unable to chair the meeting (see 2.4) the SCITT Manager will chair the meeting on behalf of the SCITT Director. In the case that the SCITT Manager and SCITT Director cannot chair the meeting, the CEO of Matrix Academy Trust will chair the meeting.

2.2. The Appeals Panel will consist of three members, selected from the following groups:

- 2.2.1. CEO
- 2.2.2. Trustees
- 2.2.3. Headteachers or their representatives of SCITT partner schools
- 2.2.4. Barr Beacon SCITT Director
- 2.2.5. Barr Beacon SCITT Manager(s)
- 2.2.6. Professional Mentors from Barr Beacon SCITT partner schools
- 2.2.7. Senior members of staff from Matrix Academy Trust

2.3. Under normal circumstances there will be no more than two members from the same group as defined above.

2.4. No-one may sit on the Appeals Panel if they have a conflict of interest or direct connection with the appellant or the appellant is known to them. The Appeals Panel will exclude staff who have been involved in the original interview process or who form a part of the complaint or grievance.

2.5. The SCITT Administrator will act as note taker. In the event that the SCITT Administrator cannot be the note taker, this role will be undertaken by a member HR staff from Matrix Academy Trust.

3. Grounds for appeal

3.1. The Appeals Panel has the authority to deal with appeals against the decisions of the interview panel one of the following grounds:

- 3.1.1. that the appellant's interview performance had been adversely affected by circumstances which the appellant could not have reasonably divulged to the Interview Panel at the time of the original interview. Submissions made on these grounds must be supported with appropriate documentary evidence;
- 3.1.2. that there had been an administrative error materially affecting the interview;
- 3.1.3. that procedural irregularities with regard to the formal conduct of the interview process can be found;
- 3.1.4. that there is positive evidence of prejudice or discrimination on the part of a person involved in the interview process.

3.2. The Appeals Panel has the authority to deal with appeals against the outcome of a complaint or grievance.

4. Procedure prior to a formal appeal being lodged

4.1. Before the formal commencement of an appeal, it is expected that the appellant will discuss the appeal with the SCITT Director. In the event that the appeal involves the SCITT Director, the appellant it is expected that the appellant will discuss the appeal with the SCITT Manager.

5. Lodging an appeal and formation of appeals panel

5.1. If the appellant wishes to continue the appeal, they must inform the SCITT Director in writing within 10 working days of the notification of the outcome of the interview.

5.2. On receipt of the notice, the Chair of the Appeals Panel will convene a meeting of the Appeals Panel within 14 working days.

5.3. The appellant will be informed in writing at least 7 working days in advance of the date of the appeal meeting and will be invited to attend.

5.4. Any written statements or documentary evidence must be passed to the Appeals Note Taker (SCITT Administrator) 5 working days in advance of the meeting.

6. The appeals panel meeting

6.1. The following procedure will be followed for the Appeals Panel Meeting in the case of an Appeal against an interview decision or the outcome of a complaint or grievance.

6.2. The Appeals Panel Meeting shall proceed if a quorum of 3 persons is present.

6.3. No observers are permitted to attend the Appeals Meeting. The appellant may be accompanied by another person who can act as their representative on request. This request must be passed in writing to the note taker (SCITT Administrator) 5 working days in advance of the meeting. The Appeals Panel has the authority to ask any individual to appear before it if it is considered to be in the interests of the parties for it to do so.

6.4. The SCITT Director, or in their absence, the SCITT Manager will present the case and information to support the rejection on behalf of the SCITT. The appellant will present the case and information to support their appeal.

6.5. The Appeals Panel will adjourn after the Appeals Meeting to consider the evidence and arguments presented to it. Only members of the Appeals Panel may be present at this time. Confidential minutes of the Appeals Meeting will be agreed by the note taker (SCITT Administrator) and the Chair of the Appeals Panel. The only options open to the Appeals Panel shall be to:

6.5.1. dismiss the appeal and decree that the original decision shall stand;

6.5.2. uphold the appeal and request those responsible for the initial decision on the SCITT to reconsider that decision in the light of the new evidence.

7. The outcome of the appeals panel and ancillary appeals panel meeting

7.1. If the Appeals Panel decides to dismiss the appeal the applicant shall be notified in writing of the decision within 5 working days. This decision is final.

7.2. If the Appeals Panel decides to uphold the appeal, those responsible for the original decision will convene with the Chair of the Appeals Panel within 5 working days to form the Ancillary Appeals Panel.

7.3. The Ancillary Appeals Panel Meeting shall proceed if a quorum of 2 persons is present, one of which must be the Chair of the Appeals Panel.

7.4. The Ancillary Appeals Panel Meeting will convene to discuss the appeal in the light of the new evidence. The only outcomes resulting from this meeting shall be to: q'

7.4.1. uphold the decision of the Appeals Panel in full and make every effort to reverse the original decision;

7.4.2. offer an alternative to the appellant if upholding the decision of the Appeals Panel has since become impossible due to, for instance, Department for Education allocations methodologies.

7.4.3. refer the appeal to the Chair of Matrix Academy Trust Board who will make a final decision whether to uphold or dismiss the appeal. This decision is final.

7.5. The applicant shall be notified in writing of the decision within 5 working days of the Ancillary Appeals Panel Meeting. This decision is final.