Pupil Admissions Appeals Policy
University of Liverpool Mathematics School

Reviewed Every 2 Years.

Status	STATUTORY
Delegated to	ULMaS Headteacher
Responsible Person	Chair of Trustees, ULMaS
Last Updated	23/8/2022 by D Haigh 3/9/2018 by D Haigh
Review Date	6/02/2025 (Education Committee)
Ratified Date	TBC 20/03/2025 (Full Board)
Next Review	March 2027

Introduction

1.1. This appeals procedure is open to applicants to the ULMaS (The University of Liverpool Mathematics School) whose application for admission to the school has been rejected and who wish to appeal against that decision.
1.2. This procedure is not available to applicants who accept a conditional offer from the ULMaS, but who subsequently fail to meet the conditions of that offer.
1.3. The details of entry requirements can be found in the ULMaS Admissions Policy, published on the ULMaS website. Informal enquiries about applications and requests for feedback on applications are outside the scope of this procedure and shall be dealt with by the school according to its procedures for such matters.
1.4. ULMaS will ensure that in all cases, students who make an appeal under this policy are treated fairly and impartially regardless of the outcome of the appeal.
1.5. The consideration of any appeal shall be restricted to individuals who were not involved in the admissions decision which is the subject of the appeal.
1.6. The Chair of the Board of Trustees may delegate any task assigned to him/her under this procedure to another appropriate individual, provided that person has not been involved in the admissions decision which is the subject of the appeal.

2. Submission of appeals

2.1. Appeals must be submitted in writing, together with any supporting documentation or evidence within 10 working days of the date of the written notification to the student of the admissions decision which is the subject of the appeal.
2.2. In order to be considered, an appeal must state where or how the applicant believes their application has been treated unfairly or unreasonably, or the ULMaS Admissions Policy has not been correctly applied. Applicants are encouraged to request feedback from the Admissions Panel before making an appeal.
2.3. Appeals may be submitted to the Chair of Trustees by email to reception@liverpoolmathsschool.org or at the following postal address:

Chair of Trustees, ULMaS
% Clerk to the Board of Trustees
University of Liverpool Mathematics School
Sir Alastair Pilkington Building
Back Bedford Street
Liverpool
L69 7SH

2.4. Where an appeal is submitted on behalf of a student, the person submitting the appeal shall include written confirmation from the student that they are authorised to act on the student's behalf.
2.5. Unsuccessful students may be placed on the school's waiting list. Such students may still wish to appeal the decision not to offer them a place and are entitled to do so. In the event that the student is subsequently offered a place, the appeal will be treated as withdrawn.

3. Consideration of appeals

3.1. The Chair of the Board of Trustees shall appoint an Appeals Panel including:

- Himself / herself as the chair of Appeals Panel, or his/ her delegate if he/ she is not available to chair the panel. If it is necessary to appoint a delegate as chair, that person should normally be a member of the board of Trustees of ULMaS.
- At least two other people who were not involved in the round of the admissions process in which the subject of the appeal applied. This person may be either a trustee or person with professional experience of dealing with educational admissions. They should not be an employee of ULMaS, but may be an employee of the University of Liverpool.

3.2. The Appeals Panel should uphold an appeal where, in their view, there is evidence of significant administrative or procedural error (including but not limited to failure to adhere to the School's Admissions Policy) on the part of the school in considering the student's application.

3.3. In determining whether to uphold the appeal, the Appeals Panel shall consider the written evidence submitted by the student under paragraph 2.1 and any information provided by ULMaS about the handling of the student's application. The Appeals Panel may require the ULMaS Admissions Panel, or a representative of it, to respond to their questions about the way that admissions were handled, and how the panel arrived at their decision to reject the appellant's application.

3.4. The Appeals Panel's decision shall be communicated in writing to the student and the ULMaS Admissions Panel within three working days of the Appeal Panel's decision and normally within 15 working days of receipt of the student's appeal.

3.5. Where the Chair of the Board of Trustees determines that the appeal should be upheld, the Chair shall direct ULMaS to reconsider the student's application in line with the published ULMaS Admissions Policy.

3.6. The Chair may make other recommendations to the ULMaS Admissions Panel which they consider to be appropriate.

3.7. The Admissions Panel shall reconsider the application and give due consideration to any recommendations made by the Chair of the Appeals Panel.

3.8. The ULMaS Admissions Panel shall communicate the results of its reconsideration to the student and to the Chair of the Board of Trustees within 10 working days of the date of the written notification of the decision of the Chair of the Appeals Panel.

3.9. The outcome of the school's review shall be final and there is no further right of appeal under the school's procedures. However, where the outcome of the review is that the student should not be admitted, an explanation of the reasons for the decision shall be provided by the school to the student and to the Chair of the Board of Trustees.

3.10. The Chair of the Board of Trustees shall report on successful and unsuccessful appeals to the next meeting of the Board of Trustees after the appeal has been concluded.

4. Complaints to the Secretary of State

4.1. Appellants who are dissatisfied with the outcome of their appeal may complain to the Secretary of State for Education.

4.2. The Secretary of State cannot overturn the school's decision, but they can consider whether the school's appeals procedure was followed correctly and may require a fresh hearing of the appeal.

4.3. Complaints are considered on behalf of the Secretary of State by the Education and Skills Funding Agency (ESFA).

4.4. Details for how to make a complaint are available on the government and services website: https://www.gov.uk/schools-admissions/appealing-a-schools-decision

New proposed wording

ULMaS Admissions Appeals Procedure

1. Introduction

1.1 This procedure is available to applicants to the University of Liverpool Mathematics School (ULMaS) whose application for admission has been unsuccessful and who wish to appeal that decision.

1.2 This procedure does not apply to applicants who have accepted a conditional offer but subsequently fail to meet the conditions of that offer.

1.3 Entry requirements and admissions criteria are set out in the ULMaS Admissions Policy, published on the school's website.

1.4 Informal enquiries, requests for feedback, or challenges to academic judgement fall outside the scope of this procedure and will be handled through the school's standard admissions and feedback processes.

1.5 ULMaS will ensure that all appeals are considered fairly, consistently, and impartially.

1.6 Appeals will be considered only by individuals who were not involved in the admissions decision or assessment under review.

1.7 The Chair of the Board of Trustees may delegate responsibilities under this procedure to a suitable nominee, provided that person has had no prior involvement in the admissions decision.

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2. Submission of Appeals

2.1 Appeals must be submitted in writing within 10 working days of the date of written notification of the admissions decision. Appeals submitted after this deadline may be considered only where there are exceptional circumstances.

2.2 Appeals must clearly set out the grounds on which they are made. Appeals will be considered only where the applicant believes that:

- the application was treated unfairly or unreasonably; and/or
- there was a material administrative or procedural error, including a failure to apply the published Admissions Policy correctly.

2.3 Applicants are encouraged, though not required, to request feedback before submitting an appeal.

2.4 Appeals should be sent by email or post to:

Chair of Trustees

chairoftrustees@liverpoolmathsschool.org

Or by post to:

University of Liverpool Mathematics School
Sir Alastair Pilkington Building
Back Bedford Street

Liverpool
L69 7SH

Email: reception@liverpoolmathsschool.org

2.5 Where an appeal is submitted by a third party, written confirmation must be provided that the applicant authorises that person to act on their behalf.

2.6 Applicants placed on the waiting list remain entitled to appeal. If a place is subsequently offered and accepted, any outstanding appeal will be treated as withdrawn.

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3. Appeals Panel

3.1 The Chair of the Board of Trustees will appoint an Appeals Panel to consider the appeal.

3.2 The Appeals Panel will:

- be chaired by a trustee nominated by the Chair of the Board of Trustees (or the Chair acting personally); and
- include at least two additional members who were not involved in the relevant admissions process or assessment.

3.3 Panel members may include trustees, members of school staff, or individuals with relevant professional experience, provided they:

- were not involved in the admissions decision under appeal; and
- are able to act impartially.

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4. Consideration of Appeals

4.1 The Appeals Panel will uphold an appeal only where it is satisfied that there has been a significant administrative or procedural error, including a failure to follow the published Admissions Policy, and that this may have affected the outcome.

4.2 In considering the appeal, the panel will review:

- the written submission and supporting evidence provided by the applicant; and
- information provided by ULMaS regarding the handling of the application.

4.3 The panel may request clarification from the Admissions Panel, or a representative of it, about the admissions process and how the decision was reached.

4.4 The Appeals Panel will not substitute its own academic judgement for that of the Admissions Panel and will not uphold an appeal solely because the applicant disagrees with the outcome.

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5. Outcome of Appeals

5.1 The decision of the Appeals Panel will be communicated in writing to the applicant:

- within three working days of the panel reaching its decision; and

- normally within 15 working days of receipt of the appeal.

5.2 Where an appeal is upheld, the Chair of the Appeals Panel will direct the school to reconsider the application in line with the Admissions Policy and may make recommendations to support that reconsideration.

5.3 The Admissions Panel will reconsider the application, taking due account of any recommendations, and will notify the applicant and the Chair of the Board of Trustees of the outcome within 10 working days.

5.4 The outcome of this reconsideration is final within the school's procedures. Where a place is not offered, the applicant will be provided with a clear written explanation of the reasons.

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6. Reporting and Complaints

6.1 The Chair of the Board of Trustees will report the number and outcomes of appeals (without identifying applicants) to the next meeting of the Board.

6.2 Once the appeal process has been concluded, there is no further right of appeal. Applicants who remain dissatisfied may raise a complaint regarding the handling of the appeal in accordance with the school's complaints procedure. Such complaints cannot result in the overturning of an admissions decision

6.3 As ULMaS is a 16–19 academy and not subject to the School Admissions Code or the School Admission Appeals Code.