



UNIVERSITY OF  

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LIVERPOOL  
**MATHS SCHOOL**  
EDUCATION FOR 16-19 YEAR OLDS

**Pupil Admissions Appeals Policy**  
**University of Liverpool Mathematics School**  
**September 2020 enrolments**

## 1. 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 must be submitted to the Chair of the Board of Trustees of ULMaS at the following address:  
Chair of Trustees, ULMaS  
C/o Sarah Gartside  
Foundation Building, University of Liverpool  
Brownlow Hill  
Liverpool  
L69 7ZX
- 2.4. Appeals may also be submitted by email to [liv.maths@liverpool.ac.uk](mailto:liv.maths@liverpool.ac.uk)
- 2.5. 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.
- 2.6. 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 one other person who was 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 he/she considers 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 he/she 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>

<b>Status</b>	<b>STATUTORY</b>
<b>Delegated to</b>	ULMaS Headteacher
<b>Responsible Person</b>	Chair of Trustees, ULMaS
<b>Last Updated</b>	3/9/2018 by D Haigh
<b>Review Date</b>	July 2019
<b>Ratified Date</b>	9/9/19