



**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL  
THROUGH GOD, WE CARE

GRAMMAR SCHOOL ROAD  
LATCHFORD, WARRINGTON,  
CHESHIRE, WA4 1JL  
01925 636414  
INFO@BOTELER.ORG.UK  
WWW.BOTELER.ORG.UK  
/THOMASBOTELER



# **INTERNAL APPEALS PROCEDURES (ACCESS ARRANGEMENTS AND SPECIAL CONSIDERATION) 2024/25**

<b>AUTHOR:</b>	<b>MISS J MORRIS</b>
<b>COMMITTEE:</b>	<b>HEADTEACHER</b>
<b>AUDIENCE:</b>	<b>STAFF, STUDENTS, PARENTS/ CARERS, GOVERNING BODY</b>
<b>PUBLISHED:</b>	<b>SEPTEMBER 2024</b>
<b>DATE APPROVED:</b>	<b>OCTOBER 2024</b>
<b>DATE OF REVIEW:</b>	<b>ANNUALLY TO ENSURE COMPLIANCE WITH CURRENT REGULATIONS</b>

## Key staff involved in internal appeals procedures

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mrs Beverley Scott-Herron</b>
Senior leader(s)	<b>Mr James Koltan</b>
Exams manager	<b>Miss Jane Morris</b>
ALS Lead/SENDCo	<b>Miss Faye Power</b>

## Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms Sir Thomas Boteler Church of England High School's compliance with JCQ's **General Regulations for Approved Centres** that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover appeals against centre decisions relating to access arrangements and special consideration
- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

### Access arrangements and reasonable adjustments

In accordance with the regulations, Sir Thomas Boteler Church of England High School:

- Recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations)

### Special consideration

Where Sir Thomas Boteler Church of England High School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

### Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include the school's decision not to make/apply for a specific access arrangement, reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Sir Thomas Boteler Church of England High School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted, within 10 calendar days of the decision being made known to the appellant

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 5 calendar days of the appeal being received and logged by the centre

If the appeal is upheld, Sir Thomas Boteler Church of England High School will proceed to implement the necessary arrangements/submit the necessary application.

## Internal Appeals Form

### Access Arrangements and Special Considerations

This form is to be used to request an appeal of the school's decision not to make/apply for a specific access arrangement, reasonable adjustment or to apply for special consideration. This form must be signed, dated and returned to the exams office within the timescales indicated in the internal appeals procedure and awarding body deadlines.

Exam Season/Year		Candidate Name	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

*You may want to ask for help from an adult to complete this section of the form*

If necessary, continue on an additional page(s)

Appellant signature:

Date of signature:

FOR CENTRE USE ONLY

Date received: