



Specialist leaders of education (SLEs)

Application and de-designation appeals procedure

The purpose of this appeals procedure is to support your right to appeal against a decision made by the relevant teaching school in respect of your application/review of designation and to ensure a fair review is made of how that decision was reached.

If you have any queries regarding this appeals procedure, please contact the relevant teaching school.

Introduction

When considering whether or not to appeal against the decision made in respect of your application, you should take into account the fact that all applications are assessed carefully against the published [SLE eligibility criteria](#).

Please also note that unsuccessful applicants are eligible to re-apply for the SLE programme through future recruitment rounds.

When considering whether or not to appeal the decision made in respect of your review of designation, you should take into account the fact that all decisions are made against the published SLE review of designation criteria.

Decisions are made by a panel of experienced school leaders including a headteacher from another teaching school, a national leader of education (NLE) or local leader of education (LLE) who will provide rigour and challenge and formally sign off the final decision.

The basis for appeals

An appeal may be made on the basis of:

- you feel that an incorrect decision has been made either;
 - a) against the published eligibility criteria in respect of your application
 - b) against the published de-designation criteria
- you believe that the relevant teaching school has followed incorrect procedures or made mistakes which have resulted in:
 - a) your application being deemed unsuccessful
 - b) your de-designation

Informal resolution

Before making a formal appeal, you should seek to address concerns about the decision informally with the relevant teaching school.

This does not affect or limit your right to make a formal appeal where you are not satisfied with a decision made by the teaching school. However, you should be aware that all appeals must be made in writing within 10 working days of the date of the decision being communicated to you.

Making an appeal?



If you wish to make an appeal in respect of your application, you should request a **designation appeal form** from the relevant teaching school and submit the form to the teaching school within 10 working days of receiving the outcome of your application.

If you have confirmed your wish to make an appeal in respect of your review of designation, you should obtain a **de-designation appeal form** from the relevant teaching school and submit the form to the teaching school within 10 working days of receiving the outcome of your review of designation decision.

To ensure that you are not treated unjustly, in special circumstances the teaching school will have discretion to extend the 10 working day time limit.

All appeals must be presented on the appeal form, and must include:

- your name and contact address;
- the school at which you work;
- the details and basis for your appeal; and
- details of any additional evidence* to support your case

The teaching school will **not consider** any evidence that was requested as part of the application to the programme/review of designation, and which you had available to you at the time, but which you failed to provide.

The completed designation/de-designation appeal form must be signed and sent to the relevant teaching school. Please note that the appeal form can be completed electronically and emailed to the relevant teaching school. Submission by email will be deemed as the equivalent of a signature, where an electronic signature cannot be added. Appellants are advised that care should be taken that this is not sent from a general mailbox address.

What happens next?

The relevant teaching school will confirm receipt of your appeals form and you should expect to receive acknowledgement, via email, within a reasonable timeframe.

The teaching school will arrange for the appeal to be reviewed and where necessary resume the original panel and make the relevant paperwork available. The teaching school will confirm the date of the review and when you should expect to receive the outcome.

The paperwork associated with the original application/review of designation may be re-examined by the teaching school. The teaching school will consider all the evidence that was available at the original assessment/review of designation along with *any supporting documentation that ought to have been made available to the original panel, but the appellant believes that due to procedural error, was not.*

The teaching school will not review evidence that was not available to the original panel for any other reason.

You are entitled to view documentation from the appeal, should you wish to do so. Any request for such documentation must be made formally in writing to the relevant teaching school.



Can I appeal against the appeal panel's decision?

If the appellant is not satisfied with the decision reached by the teaching school's appeals panel, and has reasonable grounds for a complaint, then they have the option of submitting a formal complaint to the National College.

The National College will review the case, and if it deems it appropriate, will arrange for the case to be forwarded to the College's independent adjudicator and assessed by an independent panel.

The independent adjudicator, on behalf of the National College, will:

- ratify the original decision; or
- overturn the original decision

The decision of the College's independent adjudicator is final and binding.