

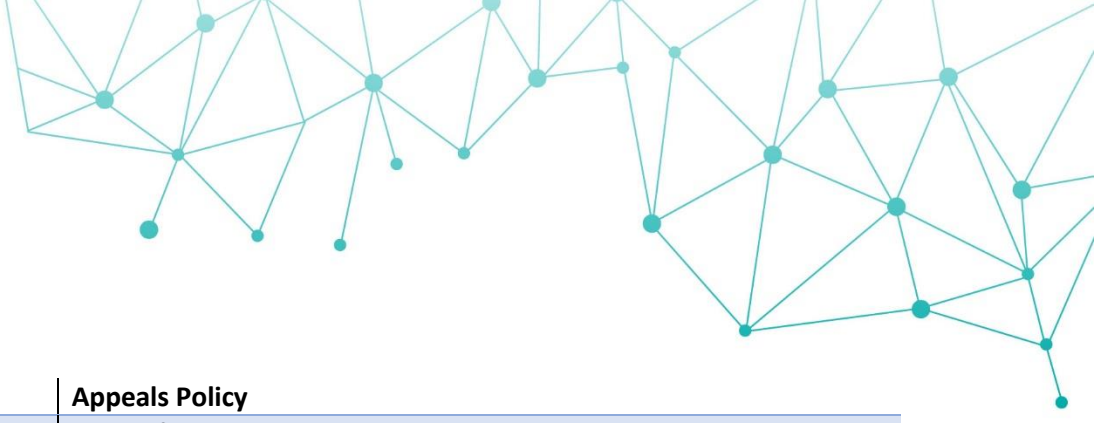


**LANCASTER UNIVERSITY
SCHOOL OF MATHEMATICS**

Lancaster University

School of Mathematics

Admissions Appeals Policy



Title	Appeals Policy
Policy Owner	Head of School
Approved	December 2025
Review Date	December 2028



Contents

1.0.	Admissions Policy for September 2026 Admissions	1
2.0.	The Appeals Panel	1
3.0.	The Appeal Hearing.....	1
4.0.	Appeal Decision.....	2
5.0.	Complaints about the Appeals Process.....	3



1.0. Admissions Policy for September 2026 Admissions

All successful applicants will be offered conditional places by the 31 March 2026. Those that are not offered a place will have the right to appeal against the decision made by school's Admissions Panel.

Appellants should submit their appeal to the Head of School.

All appeals must be made in writing and must be received by 30 April 2026 in order to enable the Appeal Panel to hear appeals at the earliest possible opportunity. Appellants should include as much detail as possible and include any relevant documentary evidence. Copies of the appeal paperwork will be shared with all parties at least 48 hours prior to the appeal hearing.

Appeals will be held in May and June. The school will give appellants ten working days-notice of any appeal date. If appellants cannot attend every effort will be made to re-schedule the appeal date. However, this cannot be guaranteed.

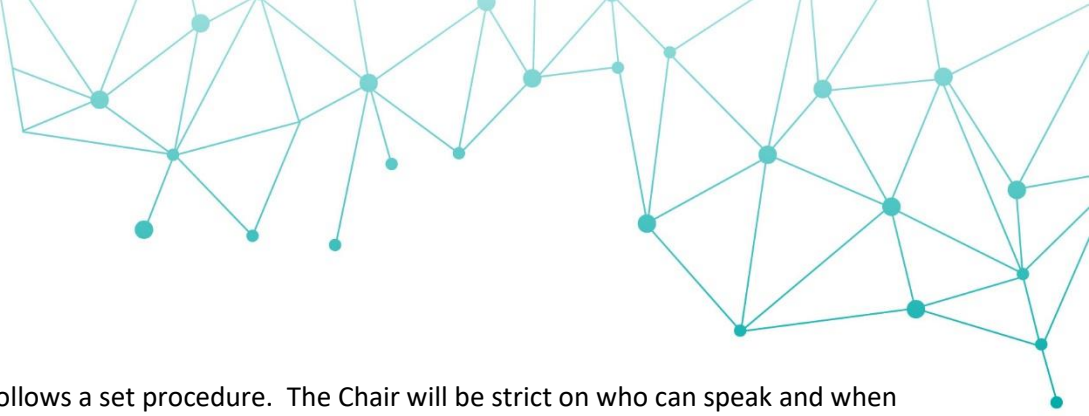
2.0. The Appeals Panel

All appeals will be considered by the Appeals Committee. The Appeals Panel will comprise of at least three members, drawn from Cardinal Newman College, Lancaster University and Board of Trustee representatives, one of whom will act as Chairperson. Members of the Appeal Panel are not paid members of Trust staff and will not have had any involvement with the admissions allocation process.

The Appeal Panel will hear each appeal individually and both the applicant and their parent or carer are encouraged to attend the appeal in person. If appellants do not wish to attend, then the Appeal Panel will make a decision on the basis of any written evidence provided by the appellant and a written and/or verbal statement given by the school's Admissions Panel.

3.0. The Appeal Hearing

At the appeal hearing appellants can be accompanied by a friend, adviser, interpreter or signer who may speak on their behalf at the hearing. However, it is not possible for an employee of the Rigby Education Trust to attend on their behalf.



The appeal hearing follows a set procedure. The Chair will be strict on who can speak and when questions can be asked. However, the Chair will always conduct the meeting in a friendly way and guide all parties through the whole meeting.

The Chair will conduct the meeting in the following way:

- The Chair introduces the members of the Appeal Panel and everyone else in the room.
- The Governance Professional then explains the procedure and what will happen next.
- The Admission Panel Representative will be asked to outline the reasons why the applicant was not offered a place to study at LUSoM.
- The Appeal Panel and the Appellant will be given the opportunity to ask questions of the Admissions Panel Representative.
- The Appellant will then be asked to set out their case for appeal.
- The Appeal Panel and the Admissions Panel Representative may then ask questions of the Appellant.
- The Admissions Panel representative will be asked to sum up their case.
- The Appellant will be given the option to sum up.
- The Chair will ask the Appellant if they have had the opportunity to say everything that they wish to say.
- Both parties leave the room together.

If there are other appeals to be heard that day the Appeal Panel will make its decisions after all the appeals have been heard.

4.0. Appeal Decision

Appellants will be informed in writing of the decision reached by the Appeal Panel and can expect to hear the result quickly. They will normally be told at the hearing when the decision letters will be sent out. Decisions will only be given in writing and sent to the relevant home address.

The decision of the Appeal Panel is final and binding.



5.0. Complaints about the Appeals Process

If after receiving the appeal decision, appellants consider that:

- a) The Trust did not follow the proper procedures during the admissions allocation process, or
- b) that the Appeal Panel did not follow proper procedures during the appeal hearing

then they should write to the to the Chair of The Board of Trustees, at the address below, setting out the reasons for their complaint.

ChairofTrustees@lusom.ac.uk

Complaints will then be dealt with in accordance with the Trust's complaints procedure, which is published on the school's website. Please note, in the event that the Trust agrees that there are grounds for a complaint then the decision of the Appeals Panel cannot be overturned. The Trust can only recommend that an Admissions Panel is reconvened to re-hear the appeal.

In the event that appellants remain dissatisfied with the outcome of the complaint then the matter can be referred to the Academy Appeal Panel as set out in the link below:

<https://www.gov.uk/schools-admissions/complain-about-the-appeals-process>