ADMISSIONS APPEALS PROCEDURE

Godalming College is an autonomous 16-19 Academy and the College Admissions Policy is approved by Godalming College Academy Trust on an annual basis. The College is not subject to the School Admissions Code 2014.

In the event of the College having to enact its oversubscription procedure, inevitably some applicants will be disappointed. The following procedure is in place to ensure that all applicants, successful and unsuccessful, are treated fairly.

Appeals:

Appeals will only be considered from applicants who submitted by the publicised deadline for applications.

Appeals must be submitted to the Principal in writing to SLT@godalming.ac.uk no later than **midday on Friday 27th November**.

Appeals must include any supporting information or documentation and written confirmation that Godalming College is the applicant's preferred option for post-16 study, and will be the only place held.

The following circumstances do not qualify as grounds for appeal:

- Lack of access to or availability of a particular course at other institutions
- A situation where a friend of an unsuccessful applicant has been offered a place
- Learning difficulties and disabilities which do not qualify for an Education Health Care Plan
- High levels of academic achievement
- Changes in circumstance that prompt a change in applicant category after the deadline has closed
- Lack of awareness of the deadline
- Not being aware of the College Admissions Policy
- Dissatisfaction with being subject to the oversubscription procedure

The decision of the Appeal Panel is final.