



TITLE	REF	VERSION	
Student Disciplinary Appeals Procedure	LSPRO018	2	
DEPARTMENT	Student Experience and Safeguarding		
DATE	18 th September 2025	REVIEW DATE	1 st June 2026

STUDENT DISCIPLINARY APPEALS PROCEDURE

Procedure Statement

A student who wishes to appeal against withdrawal as a result of disciplinary action must write to Group.Administration@ActivateLearning.ac.uk within ten working days of receipt of the communication giving the original decision. The student must clearly set out in the letter the grounds for making the appeal.

Appeals will only be considered on the following grounds:

- the penalty imposed was not appropriate with the seriousness of the offence
- the findings of fact in support of the decision was based on incorrect information
- that the meeting was not conducted in accordance with the procedures set out in the procedure for dealing with a misconduct
- new evidence has been made available that could not be available at the time of the meeting, and which could have been expected to have materially affected the decision

If the appeal is outside the 10-day time limit or does not demonstrate one or more of the grounds stated above, it may be rejected.

The decision to accept or reject the appeal will be communicated in writing within 5 working days of the date of the appeal request.

If the appeal is accepted the Executive Director of Faculty will:

1. Co-opt a Director of Faculty who has not been involved with the earlier investigation and disciplinary meeting to review the process.

The Director conducting the appeal will:

1. Review the process followed
2. Review the evidence and the case for appeal
3. Decide the outcome of the appeal which will be either,
 - Uphold the original decision
 - Revise the penalty based on a review of the evidence and proceedings, while upholding the decision of the original meeting
 - Convene a fresh disciplinary meeting led by a different manager, to make an independent decision

The appellant will receive the outcome of the appeal within 15 working days of the date of the acceptance. The appeal decision is final, without further opportunity to appeal.

References

- Activate Learning Positive Behaviour Management Policy and Procedure
- Education Act 1996
- Article 8 of the European Convention on Human Rights
- Student Search Policy and Procedure
- Student Health and Wellbeing policy
- Drugs and Alcohol Procedure
- Admissions Policy
- Use of Reasonable Force Procedure
- Safeguarding and Child Protection Policy
- 14 to 16/EHE behaviour and disciplinary procedure

- Residential Statement of Principles and Practice
- Activate Learning Student Code of Conduct

