

## Education Department Policy

Title	Hautlieu Appeal Policy – 2018 Y10 entry
Issued	June 2017
Author	Project Manager

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### 1. Overview

Students applying for places in Year 10 at Hautlieu who do not meet the minimum recommended criteria have the right of appeal. Appeals are managed by the Education Department.

### 2. Scope

This policy applies to all Year 10 applicants to Hautlieu who do not obtain the minimum required academic standards for entry.

### 3. Policy

The appeal process for all school admissions in Jersey is non-statutory.

The minimum academic level for automatic Year 10 entry to Hautlieu<sup>1</sup>:

- CAT score of 109 or higher and;
- an approved English assessment score of 100; and
- an approved mathematics assessment score of 100.

For students not offered a place the minimum academic level<sup>2</sup>, to apply for an appeal hearing from 2018 is a:

- CAT score of 103 or higher and;
- a score of 100 or above in either English or mathematics; and
- a minimum English assessment score of 95; or
- a minimum mathematics assessment score of 95.

Students invited to an appeal hearing may be required to submit additional evidence and/or undertake a further assessment in English and/ or mathematics.

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<sup>1</sup> In exceptional circumstances, students who miss the minimum academic level in one of the criteria, whilst performing strongly in the other two, may be still offered a place. E.g. 120 CAT, 117 English, 98 mathematics.

<sup>2</sup> The department is 'guided' by this level. There may be truly exceptional cases (for example when a student has a CAT score of 102 but assessment scores considerably higher than 100, for example 121 and 115).

### Panel make-up

The panel must consist of the Minister or his Deputy, an independent person of high standing in the community, a senior manager from the Education Dept. and an educational expert with knowledge of the subject (mathematics, English) in which the candidate is not at the required standard.

### Appeal deadlines

A deadline is set, on an annual basis, for the receipt of all requests for appeals (usually on or around the spring term half term). The absolute deadline for any late requests for appeals is 10 school days before the end of the spring term.

### CHANGE HISTORY

Version	Date Issued	Issued by	Reason for change
1.0	12 September 2013	Project Manager	Policy formalised after a meeting with the Hautlieu Heat teacher and the Head of Governance. An absolute application deadline of 10 days before the end of the Spring term was agreed and confirmed by the Law Officers to be legally enforceable.
1.1	30 July 2015	Project Manager	Names redacted for external publication. Aim of policy remove in line with the standard format for other policies. Appendix 1 & 2 removed.
1.2	9 December 2015	Project Manager	Panel make-up amended so that the panel always consists of 3 members rather than 4.
1.3	25 February 2015	Project Manager	Adjusted for 2017 entrance to reflect the revision in sub levels
2.0	20 June 2017	Project Manager	Adjusted for 2018 entrance to reflect the revision in criteria and new assessment framework

### APPROVAL

Presented to:	Date Approved	Approved by:	Presented by:
Senior Management Team	8 October 2013	SMT	Project Manager
Ministerial Team	8 October 2013	Ministerial Team	Project Manager
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