

**Non Academic Appeal form for students studying for
Pearson Higher National Awards at South Essex College**

Appeal against the decision under the Attendance and Engagement Policy.

Appeals must be submitted in writing within 10 working days of the receipt of the decision to Behaviour@southessex.ac.uk . The appeal should outline the grounds for the appeal, which may include procedural errors, new evidence, or disproportionate outcomes.

Name:	
Student ID No.	
Course:	
Correspondence Address:	
Telephone no:	
Personal Email address:	
School:	
Programme of Study:	
Year: (1st, 2nd)	Select

Please indicate here which grounds apply and then give full details of your appeal on the following sheet. *(Please mark the appropriate box)*

(1) Withdrawal from studies	☐
(2) Conditions set to continue studies	☐

Please justify your appeal below

Name	
Signature:	
Date:	

1. Grounds For Appeal - Withdrawal from studies

- i. Extenuating Circumstances which prevented you from notifying the Attendance and Engagement Panel in advance that you were unable to attend your Attendance and Engagement meeting, thus you have been Withdrawn from Studies. E.g. An event on the day that prevented you from attending such as an accident causing injury.

Extenuating Circumstances are reasonably unexpected and unpredictable circumstances beyond a student's control. Evidence is required for all students appealing on these grounds.

2. Grounds For Appeal - Conditions set to continue studies

- i. You disagree with the conditions that have been set to continue your studies.
- ii. Extenuating Circumstances which will prevent you from meeting new deadlines or attendance levels set by the Attendance and Engagement Panel as part of your outcomes from your Attendance and Engagement Meeting. E.g. You are currently caring for a family member

Extenuating Circumstances are reasonably unexpected and unpredictable circumstances beyond a student's control. Evidence is required for all students appealing on these grounds. Ongoing or long term situations will not be considered

3. The following grounds for appeal will NOT be considered:

The retrospective reporting of Extenuating Circumstances which a student would reasonably have been expected to disclose to the course team prior to initial submission dates or to the Attendance and Engagement Panel prior to their meeting.

Full details on [Extenuating Circumstances](https://www.southessex.ac.uk/he/he-policies-and-procedures) Policy can be found on our Policies and Procedures page of our Website under the Pearson BTEC Higher National Programmes (Level 4 and 5) tab. <https://www.southessex.ac.uk/he/he-policies-and-procedures>