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Staff member responsible for update	Katie Jack

Amendment History

Version	Revision Summary	Date Approved	Author

Admissions Appeals Policy and Procedure

1. Policy Statement

1.1 Christ the Redeemer College (CRC) is committed to ensuring that all applicants are treated fairly, consistently, and transparently throughout the admissions process. The College recognises that, in exceptional circumstances, applicants may wish to challenge an admissions decision or raise concerns about the process. This policy sets out the procedure by which applicants may submit an appeal and how such appeals will be considered.

2. Scope of the Policy

2.2. This policy applies to all applicants to Christ the Redeemer College who wish to appeal an admissions decision or raise a concern relating to the recruitment, selection, or admissions process. It applies to decisions made across all programmes and modes of delivery.

2.3 This policy relates specifically to appeals against admissions decisions.

3. Grounds for Appeal

3.1 Admissions appeals will normally be considered on procedural grounds only. This means that an appeal may be submitted where an applicant believes that the admissions process was not conducted fairly, consistently, or in accordance with the College's published procedures.

3.2 An appeal will not normally be considered on the basis of academic judgement, including decisions relating to the assessment of academic suitability, qualifications, or performance within the admissions assessment process.

4. Submission of an Appeal

4.1 Applicants wishing to submit an appeal must do so in writing within four weeks of receiving the admissions decision. The appeal must clearly set out the grounds on which it is being made and include any relevant supporting evidence.

4.2 Applicants may submit additional evidence relevant to the stated grounds of appeal, which will be considered as part of the review process.

4.3 Appeals should be submitted to the Admissions Office or the designated College contact for admissions appeals.

5. Review Process

5.1 Upon receipt of an appeal, the College will acknowledge receipt and initiate a review of the original decision.

5.2 The appeal will be reviewed by individuals who were not involved in the original admissions decision, where reasonably practicable, to ensure impartiality and fairness.

5.3 The Admissions Committee will consider the appeal, including the grounds presented and the evidence available, to determine whether the admissions process was conducted in line with the College's procedures.

5.4 The College will normally provide a written response to the applicant within four weeks of receipt of a complete appeal.

6. Outcome of Appeal

6.1 Following the review, the College will communicate the outcome of the appeal in writing. Where an appeal is upheld, appropriate action will be taken, which may include a reconsideration of the application. Where an appeal is not upheld, the original decision will remain unchanged.

7. Further Review

7.1 If the applicant remains dissatisfied with the outcome of the appeal, they may request a further review. Any such request must be made in writing within two weeks of receiving the outcome of the initial appeal.

7.2 The appeal will then be referred for final consideration, and the decision reached at this stage will be deemed final.

8. Relationship with Other Policies

8.1 This policy should be read in conjunction with the Admissions Policy and any associated procedures relating to recruitment, selection, and admissions.