

Stage 2 Review of an Appeal	Action	Person Responsible
There is new evidence that could not have been reasonably made available at Stage 1.	The review of an appeal decision will be allocated to a	

seriously and will handle personal information in confidence. Data collected via the SMSS Appeal Stage 1 Form/SMSS Appeal Stage 2 Review Form will be used for the sole purpose of processing, investigating and resolving the appeal. This information will be held in shared files (password protected) on Lancaster University servers, only as long as is necessary, for a maximum of 10 years, as per Lancaster University's Data Retention Schedule.

This section provides further details and guidance in relation to SMSS decision-making processes for the purposes of clarifying appropriate grounds for an appeal.

The Social Mobility and Student Success (SMSS) team provide activities for students from

D	Unsatisfactory supporting statement, teacher reference or interview.
E	Compulsory information required to participate in the SMSS project, activity or opportunity has not been returned by the specified deadline.
F	Met the required widening participation criteria. However, priority has been given to individuals who fulfil a greater number of widening participation criteria due to a limited number of places or opportunities available.

Please note: There may be more than one reason for an unsuccessful application.

While SMSS play a supporting role in the administration of credit-bearing, school placement modules, all decisions connected to the allocation of a place on the module sit with the relevant academic department. Complaints linked to this should be made to the academic department following their processes and procedures.

Whilst SMSS take school placement preferences into account i.e. primary, secondary or SEN/alternative provision settings. SMSS reserves the right to allocate a school placement that does not align with a student's preferred option. For example, every year the number of secondary school placements available in the local area is limited and the number of requests exceeds supply.

Stage	Action	Person Responsible
1	A verbal warning and/or a telephone call to parents, guardians or school.	Widening Participation (WP) Officer
2	A student is sent home or back to school immediately (t).	Widening Participation (WP) Manager
3	A student can no longer continue to take part in a designated programme.	Social Mobility and Student Success Manager

In these situations, a taxi may be provided, or a decision taken to reimburse a student for the mileage costs incurred (capped at the price of public transport). These decisions will be made on a case-by-case basis and require the Project Coordinator's prior approval to ensure that the appropriate paperwork has been completed.