SEAG Appeals Policy Statement 2026

Parent(s)/Guardian(s) have the right to appeal the Access Panel's decision. This Policy Statement sets out the grounds upon which an appeal may be made.

An appeal may be made if the applicant has reasonable grounds to support the claim that the Access Panel did not:

- apply the SEAG published Policy and Guidelines relating to applications for Access Arrangements
- consider the application
- take into account the supporting evidence submitted
- treat the application with fairness and consistency with other applications

Any appeal must have proof of reasonable grounds to support any of the above.

This appeals process cannot be used for the following:

- to challenge the SEAG Access Arrangements Policy, Procedures and Guidelines
- to submit new evidence not attached to the original application
- to submit applications which did not meet the published deadline
- to address third party unsubstantiated claims

An applicant seeking to appeal must provide the following:

1. A completed Access Arrangements Appeals Application Form which can be requested through the Access Portal.

    1.1 Clear and reasonable grounds upon which to make an Appeals Application
    1.2 Evidence/rationale to support the Appeals Application

An Appeals Application may be made no later than **15 working days** after receipt of the Access Panel's decision.

Requests for Access Arrangements are based on written evidence; Appeals will be addressed in the same way. The written Appeals Application will be considered by an Appeals Panel consisting of three personnel appointed by SEAG. Those considering the Appeal will be independent of those making the original decision on the SEAG appointed Independent Access Panels.

The Appeal will be addressed within **10 working days** of receipt of the Appeals Application; if, for operational reasons, there is any delay the applicant will be informed.
The decision of the Appeals Panel is final and will be communicated in writing.