

ROLES AND RESPONSIBILITIES: SCHOOL LEVEL

Parent or guardian

Appeals the progression or promotion results of their child.

Completes **Part 1** of Appeal Form providing reasons



School Principal

Completes **Part 2** of the appeals form and informs the parent/guardian the outcome of the appeal and files a copy.

All evidence of learning, teachers' files learner profiles and evidence of interventions based on the Screening Identifying, Assessment and Support (SIAS) process is available to the appeals investigating officials.

ROLES AND RESPONSIBILITIES: DISTRICT LEVEL

Parent or guardian

Completes **Part 3** of the appeal form (Annexure A) to either indicate if the outcome of the appeal was accepted or if he/she intends to appeal to the Education District Director.

District Directors:
<http://wced.school.za/branchIDC/Districts/Districts.html>

District Director

Acknowledges receipt of appeal

Ensure a team is set up to investigate the appeal

Communicates final decision regarding appeal to parent/guardian.

Appeal Form

PART 1: PARENT / GUARDIAN

I , parent/guardian of in Grade at (name of school) wish to appeal against the promotion/progression decision made about my son/daughter for the following reason(s):

Contact details of parent/guardian

Postal Address:

Cell no.: Home tel.no

Work tel. no.: Fax no.:

Email: Signature:

Date:

PART 2: PRINCIPAL

I , Principal

of investigated the above appeal and have decided that
(Please tick (✓) in the appropriate box.)

The original decision should be upheld, i.e. the learner will remain in the same grade.

The original decision should be overruled, i.e. the learner will be allowed to progress to the next grade.

PART 3: PARENT / GUARDIAN

I parent/guardian of received the outcome of the appeal at school level
(Please tick(✓) in the appropriate box.)

ACCEPT the decision of the school.

DO NOT accept the decision of the school and intend lodging an appeal to the District Director.

Parent Guide



GUIDELINES FOR THE MANAGEMENT OF APPEALS RELATING TO PROGRESSION AND PROMOTION AT SCHOOL AND DISTRICT LEVEL

Policy Statement:

Parents or guardians have the right to appeal when they are dissatisfied with the progression or promotion result of their child.

The stipulated appeal procedure is important for ensuring transparent assessment practices at schools, fairness to all learners and consistency in dealing with appeals across the province.

RELIABLE
VALID
FAIR

TIMEFRAMES FOR THE MANAGEMENT OF APPEALS



Closing date for parents to appeal when they are dissatisfied with the progression or promotion results of their child.	First Friday after schools reopen in January
School Principal communicates to parents the outcome of the appeal in writing.	Within 5 working days of receipt of the appeal.
Parent does not accept the outcome of the appeal and would like to appeal to the District Director	Within 3 days of receipt of the outcome of the appeal.
The Office of Education District Director acknowledges receipt of the appeal to the parent or guardian.	Within 3 working days of receipt of the appeal
All appeals finalised	15 February



APPEAL FORM

PART 1: PARENT / GUARDIAN

I,, parent/guardian of
in Grade at (name of school) wish to appeal against the
promotion/progression decision made about my son/daughter for the following reason(s):
.....
.....
.....
.....

Contact details of parent/guardian	Postal Address:	Cell no.:
		Home tel. no.:
		Work tel. no.:
		Fax no.:
		Email:

Signature:	Date: / / 20.....
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PART 2: PRINCIPAL

I,, principal of have established an investigating team for the above appeal and have used the teacher files, evidence of learning, learner profiles, evidence based on the Screening, Identifying, Assessment and Support(SIAS) process. The minutes of the process that was followed by the investigating team is filed and available to the district investigating officials. Based on the investigation (Please tick (✓) in the appropriate box.)

<input type="checkbox"/>	The original decision should be upheld, i.e. the learner will remain in the same grade.
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<input type="checkbox"/>	The original decision should be overruled, i.e. the learner will be allowed to progress/ be promoted to the next grade.
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Reason(s):
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Signature:	Date: / / 20.....
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If you are not satisfied with the decision, you may appeal to the District Director of the District Education Office:
Tel: Fax: Date:

PART 3: PARENT / GUARDIAN

I,, parent/guardian of
received the outcome of the appeal at school level

(Please tick (✓) in the appropriate box.)

ACCEPT the decision of the school.

DO NOT accept the decision of the school and would like to appeal to the **District Director**.

Reason (S)

.....

Signature:

.....

Date:

..... / / 20.....

PART 4: ASSESSMENT COORDINATOR

I, Najoewa Awaldien, Assessment Coordinator of the Metropole Central Education District, have established an investigating team for the above appeal. Based on the investigation *(Please tick (✓) in the appropriate box.)*

The original decision must be upheld, i.e. the learner will remain in the same grade.

The original decision must be overruled, i.e. the learner will be allowed to progress to the next grade.

Reason(s):

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Signature:

.....

Date:

..... / / 20.....

PART 5: DIRECTOR

I, S. Nowers, Director of the Metropole Central Education District, have investigated the above appeal and have decided that *(Please tick (✓) in the appropriate box.)*

The original decision must be upheld, i.e. the learner will remain in the same grade.

The original decision must be overruled, i.e. the learner will be allowed to progress to the next grade.

Reason(s):

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THIS DECISION IS FINAL.

Signature:

.....

Date:

..... / / 20.....