



### **EYFSP Appeals Procedure 2018**

The Local Authority has a statutory requirement to ensure the accuracy and consistency of the assessments made by the Early years providers by ensuring the moderation of the EYFS profile is carried out in schools/settings. All schools moderated will be made aware of the appeals process for Waltham Forest, prior to and at the end of the moderation visit. In the event of a school disagreeing with an EYFSP moderation decision, the following procedures must take place:

- Moderators attending the visit should inform the moderation manager immediately, following the visit if the school disagree with the overall moderation judgement
- Moderation manager should contact head teacher (within 5 days) to discuss the visit and recommendations
- If no agreement can be made following a discussion between head teacher and moderation manager, the school may request a second visit by another LA EYFS profile moderator or the moderation manager may organise a second external moderation visit by a different LA. The evidence can only be based on that seen by the external moderator during the initial moderation visit.

In the event of no agreement being made after a second visit, the following procedures are in place:

### **Procedures for an Appeal**

An Appeals Panel will be asked to review the evidence and to discuss with the relevant practitioner his/her assessments. Head teachers/ managers may request an Appeals Panel meeting by contacting the Local Authority EYFSP moderation manager – Elisha Brett - [elisha.brett@walthamforest.gov.uk](mailto:elisha.brett@walthamforest.gov.uk)

The Appeals Panel will consist of:

- moderation manager from Barking & Dagenham, which is one of the local authorities of the East London Panel (consists of Newham, Walthamstow, Redbridge, Thurrock, Essex and Southend local authorities)
- The LA EYFS profile moderation manager (Waltham Forest)
- An LA EYFS profile moderator who has not been involved in the initial moderation process whose practice is known to be of high quality

The Appeals Panel will meet within 2 weeks of assessment disagreement and before the LA date for data transfer to DfE.

The setting which disagrees with the moderation judgement will be invited to send a representative (preferably the practitioner) to present and discuss the evidence to the Appeals Panel and to state clearly why they have reached their judgements. The Appeals Panel will listen, review the evidence and make a final decision. The Appeals Panel will notify the school/setting in writing of the final judgement within ten days of the Appeals Panel meeting. If the appeal remains unresolved, the LA moderation manager will notify STA.