



# **EXCLUSION and PUPIL REVIEW POLICY**

## **(Senior and Junior School)**

(This document is available on the school website or on request)

*Reviewed January 2018*

**The school publishes a Behaviour Policy that details sanctions for misbehaviour. The following specifically deals with major disciplinary issues. Terminations of the Parent/School Contract for other reasons are dealt with elsewhere.**

This policy explains the procedure for a Review of a decision whereby a pupil is expelled from the School, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the School but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his parents.

### **Serious Disciplinary Matters**

For serious breaches of discipline, the pupil may be asked to leave the School permanently. In the case of a Junior School pupil, the decision will be made by the Head of the Junior School after consulting the Headmaster.

#### **1. Required Removal**

Parents may be required to remove a pupil permanently from the School if, after consultation with the parents and if appropriate the pupil, the Headmaster or Deputy Head is of the opinion that:

- a) By reason of the pupil's conduct, behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or
- b) If the parents have treated the School or members of its staff unreasonably.

#### **2. Expulsion**

A pupil may be formally expelled from the School if it is proved that the pupil has committed a grave breach of discipline or a criminal offence. Expulsion is reserved for the most serious breaches.

A non-exhaustive list of the sorts of behaviour that could merit Expulsion or Removal includes the following:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco
- theft, blackmail, physical violence, intimidation, racism or persistent bullying
- misconduct of a sexual nature; supply or possession of pornography
- possession or use of unauthorised firearms or other weapons
- vandalism or computer hacking

- persistent attitudes or behaviour which are inconsistent with the School's ethos
- other serious misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes) on or off school premises

In making decisions about exclusion the Headmaster will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case.

## **The Review Procedure**

**Applicable to:** Students and parents.

**Aims:** To allow students and their parents to request a review of a decision by the school to expel or ask a student to leave to ensure the review is conducted fairly.

**Important Note:** These procedures are non-contractual in nature. They have been prepared for the information and guidance of all who may become concerned in a review hearing following expulsion or the required removal of a student.

### **Applying for a Review**

1. Parents/guardians must apply for a review of a decision by the school to expel or require removal using the Request for a Review Form (Appendix A). This form is available from the School Office and must be returned to the Bursar within five school days of receipt of the written notification of the decision in question.
2. Unless there are exceptional circumstances, the review hearing will take place within 10 working days of receipt of the request for review and may be sooner if convenient to all parties.
3. Each member of the Review Panel will be supplied with a copy of any relevant documents, including records concerning the student's conduct and, copies of all correspondence relating to the case. The parents shall be entitled to copies of all those documents save any which, in the opinion of the Headmaster, should not be disclosed for the protection of the student or other students or members of staff and in accordance with the requirements of the Data Protection Act.

### **The Review Panel**

This will consist of a three member sub-committee of the Board of Governors. The panel members will have no previous detailed knowledge of the case or of the student, parents or guardian, and will not normally include the Chairman of Governors.

Selection of the Review Panel will be made by the Chairman of the Board of Governors. To hear a review, the Review Panel may be joined by an independent member, not a Governor, and having no connection with the school.

## The Review Hearing

1. This will take place at the school premises.
2. Those present at the review hearing will normally be:-
  - Members of the Review Panel
  - The Headmaster (or Head of the Junior School)
  - The person requesting the review
  - Clerk to the Governors or his deputy

The person requesting the review may be accompanied. That person will attend to provide support, and not to represent the person requesting the review.

3. The proceedings will be chaired by one member of the Review Panel. They will be conducted in an informal manner and all statements made at the hearing will be unsworn. The proceedings will not be tape-recorded but the Clerk will be asked to keep a minute of the main points that arise. All present will be entitled, should they wish, to write their own notes. The hearing shall be directed at all times by the Chairman of the panel who will conduct the hearing in such a manner as to ensure that all those present have the opportunity of asking questions and making comments. The requirements of natural justice will apply.
4. All those attending the hearing are expected to show courtesy, restraint and good manners. The Chairman may in his/her discretion adjourn or terminate the hearing. If the hearing is terminated the original decision will stand. All parties should treat the matters discussed in confidence.
5. In relation to each of the points raised by the review, the Panel will consider whether correct procedures were followed in handling the incident and whether the Headmaster's decision was appropriate.
6. If the Headmaster considers it necessary in the interests of the individual or of the school that the identity of any person should be withheld, the Chairman of the Panel may require that the name of that person and the reasons for withholding it be written down and shown to the Review Panel. The Chairman in his/her discretion may direct that the person be identified.
7. When the Chairman of the Panel decides that all issues have been sufficiently discussed, he/she will close the hearing and the four members of the Review Panel will meet in private to consider the case and to reach a decision.
8. The decision of the Review Panel will be final and a copy of any findings and recommendations will be notified to the parents and Headmaster, the Chairman of Governors by the Chairman of the Review Panel by letter, e-mail or telephone within three school days of the hearing.
9. A copy of any findings and/or recommendations will be provided to the person requesting the review, and will be available for inspection at the school premises by the Chairman of Governors and Headmaster.

The school undertakes to keep all correspondence, statements and records relating to individual reviews confidential, except where the Secretary of State or a body conducting an inspection requests access to them under Section 162A of the Education Act 2002.



REQUEST FOR A REVIEW

To: Clerk to the Governors

Name of Pupil: .....

Names of those with Parental responsibility

.....

Address of Parents/Guardian:

.....

.....

Telephone numbers :..... ( daytime) .....  
(Evening)

I/We, having parental responsibility for the above named student request that a sub-committee of the Board of Governors carries out a review of the decision to require removal of or to expel the student. \*

I/We have received with this form a copy of the Policy Statement on Review Procedures and we agree to abide by its terms.

I/We also agree that the proceedings are and will remain confidential and that this review will be final subject to such (if any) legal rights as may exist.

The grounds upon which we ask for a review and the matters which we wish to discuss and to ask the sub-committee to take into account are set out in the attached letter.

I/We understand that we may be accompanied at the Review Hearing. I/We also understand that that person attends only to provide support and not to act as a representative.

(Two signatures are required where practicable)

First signature.....

Second signature.....

Full Name.....

Full Name.....

Relationship to Student.....

Relationship to Student.....

Date.....

Date.....

\* Please delete as applicable