



Permanent Exclusion (Expulsion) Policy

Applies to	Whole School
Responsibility	Head Master
Approving Body	Pastoral and Recreation Committee
Date reviewed	Michaelmas 2025
Next review	Michaelmas 2026

1. Introduction

- a. Permanent Exclusion is defined as the permanent removal of a pupil from the status of pupil of the School as a result of a serious disciplinary incident or because of an unacceptable pattern of behaviour.
- b. The Head Master may request or require that a pupil permanently leave the School for other reasons, for example a low level of academic performance. Such circumstances are covered by this document.

2. Policy

- a. Permanent Exclusion will take place if, after consultation with the Chair of Governors (or Deputy Chair if the Chair is not available) the Head Master/Head of Prep School considers that a Permanent Exclusion is necessary.
- b. Permanent Exclusion as a result of a very serious disciplinary incident may take place without any prior warnings.
- c. Permanent Exclusion following a particular behaviour pattern will normally take place following reasonable warning or warnings, which is likely - though not necessarily always - to have included a suspension.
- d. The Head Master or Head of Prep School may (at their discretion) require the removal of a pupil from the School if the pupil's attendance, progress or behaviour (including behaviour outside School) is considered to be seriously unsatisfactory and in the reasonable opinion of the Head Master or Head of Prep School the removal is in the School's best interests or those of the pupil or other pupils.
- e. The Head Master or Head of Prep School may (at their discretion) require the removal of a pupil if the behaviour of a parent is, in the opinion of the Head Master or Head of Prep School, unreasonable and affects or is likely to affect adversely the pupil's or pupil's progress at the School or the well-being of School staff or to bring the School into disrepute.

3. Procedure

Procedures must be conducted as swiftly as possible. Procedures are detailed as follows:

- a. Investigation
 - i. An investigation into the behaviour and/or circumstances of the pupil or into a particular incident or series of incidents in which the pupil is involved, must take place.
 - ii. Such investigation may be conducted either by the Head Master or Head of Prep School or by a member of staff acting on their behalf.
 - iii. If appropriate, the pupil may be suspended during some or all of the period in which the investigation takes place.
 - iv. Should the misbehaviour be criminal or felt to be the result of unmet social or educational needs, the School reserves the right to involve other agencies as appropriate.

b. Communication with Parents

- i. References to “parents” in this document encompass guardians if appointed. The School will however seek to liaise with parents rather than guardians in matters of permanent exclusion policy and procedures.
- ii. The parents of any pupil who is the subject of the investigation should be informed about the investigation as soon as possible.
- iii. Parents should normally be sent a copy of the report summarising the investigation (paragraph 3c below).
- iv. In cases where parents are separated or divorced, the School will seek to ensure, if appropriate, that all communication is undertaken with the full knowledge of both parents.

c. Report

A written report summarising the investigation must be produced. The alleged perpetrator will be given the opportunity to give their views (in writing).

d. Consultation with the Chair of Governors and Decision

- i. After consideration of the report and any other relevant information, the Head Master or Head of Prep School will consult the Chair of Governors (or their Deputy), after which a decision will be made whether or not to expel the pupil. As with all disciplinary actions, the School reserves the right to treat all cases of permanent exclusion on an individual basis.
- ii. The decision will be communicated to parents immediately in writing, giving the effective date of permanent exclusion. A record of the decision will be placed on the pupil's file.
- iii. Should the School feel that the pupil is likely to suffer abuse as a result of the decision, it will report as necessary to the relevant safeguarding authorities.

4. Grievance Procedure

A parent who wishes to make a comment or to raise a serious concern about any aspect of the permanent exclusion procedure may do so to the Chair of Governors, Head Master or to the member of staff who has been responsible for the relevant aspect.

5. Appeal

a. General

- i. Appeals about a decision to expel a pupil should be made by the parents in writing to the Chair of Governors within one calendar month of the date of the letter giving the decision (paragraph 3d (ii) above).
- ii. The pupil will normally remain expelled during the period between the effective date and the outcome of any appeal.

b. Appeal Procedure

- i. On receipt of an appeal, a sub-committee of not less than three Governors must be convened to consider the appeal.
- ii. The Chair of Governors is responsible for nominating the sub-committee and one of its members as Chair. The Chair of Governors should inform the parents of the composition of the sub-committee, giving them the chance to object if they wish. The Chair is not obliged to make any changes to the composition of the sub-committee but the objection must be noted in the sub-committee report (sub-paragraph iv below).
- iii. The sub-committee should investigate the appeal, taking evidence from the appellants, the pupil concerned and from any other persons deemed appropriate.
- iv. The sub-committee should produce a report concluding with a recommendation as to whether or not, in its view, the appeal should be upheld.
- v. The Chair of Governors should consider whether or not to uphold the sub-committee's recommendation.
- vi. The Chair of Governors should then write to the appellants informing them of the decision, which will be final.