



THE PERSE
SCHOOL
CAMBRIDGE

Permanent Exclusion and Removal: Review Procedure

The Perse School

January 2019

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This procedure applies to the Perse School (“the School”) which comprises the Relevant Schools (the Perse Pelican Nursery and Pre-Preparatory School including the EYFS setting (“the Pelican School”), the Perse Preparatory School (“the Prep School”) and the Perse Upper School (“the Upper School”).

1 Introduction

1.1 **Scope:** These guidelines explain the procedure that will be followed when parents request a Governors' Review of the Head's decision to Permanently Exclude or Remove a pupil. The procedure 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 their parents.

1.2 **Interpretation:** The definitions in this clause apply in this procedure.

Head: references to the Head mean the Head of the Relevant School and may also include Deputy Heads of the Relevant School.

Parent: includes one or both of the parents, a legal guardian or education guardian.

References to **Permanent Exclusion, Removal** and **Exclusion** have the same meaning as defined in the School's Terms & Conditions. In this procedure, unless otherwise stated, Exclusion is a neutral act whereby the pupil is sent home pending the outcome of an investigation or a Governors' Review.

References to **Review** and **Review Hearing** are to the review by the Panel of the Head's decision, in accordance with this procedure.

References to the **Panel** are to the three-member subcommittee of the Board of Governors selected by the Clerk to the Governors to undertake the Review.

References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening School holidays, the School's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.

2 Aims

2.1 The aims of this procedure are:

- to support the School's behaviour code;
- to ensure procedural fairness and natural justice;
- to promote co-operation between the School and parents when it is necessary for the School to require a pupil to leave earlier than expected.

3 Procedure

3.1 The procedure followed by the School in cases where parents request a Governors' Review of the Head's decision to Permanently Exclude or Remove a pupil is set out at **Appendix 1**.

3.2 The Request for a Review form to be used if parents wish to request a Review is set out at **Appendix 2**.

4 Records

- 4.1 All records created in accordance with this procedure are managed in accordance with the School's *records management policy* and *records retention schedule*.
- 4.2 The records created in accordance with this procedure may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this procedure. This includes the School's *data protection policy for staff, governors and volunteers* and *information security and sharing data guidance* which are both contained in the *data protection and information security handbook*.
- 4.3 Administration of major punishments are recorded, with the name of the pupil concerned, the reason for the punishment including relevant dates, and the name of the person administering the punishment. This log is reviewed regularly by the Deputy Head (Pupils) (Upper School) or Head (Prep and Pelican Schools) so that patterns in behaviour can be identified and managed appropriately.

5 Version Control

Date of adoption of this procedure	3 rd January 2019
Date of last review of this procedure	16 th April 2018
Date for next review of this procedure	January 2020
Owner (SLT)	Upper School Head Prep School Head Pelican School Head
Authorised by	Sir David Wright On behalf of the Board of Governors
Circulation	Governors / staff / parents / pupils [on request] Published PersePortal and available from the School Office on request

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Appendix 1 – Governor’s Review

1 Parents/guardians may request a Review of the Head’s decision to Permanently Exclude or Remove a pupil.

2 How to request a Review

2.1 The application must be made in writing using the Request for a Review Form at Appendix 2 and received by the Clerk to the Governors within five working days of the date of the Head's letter confirming the decision, or any longer by agreement.

2.2 If the parents or the pupil have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the Clerk so that appropriate arrangements can be made.

2.3 In their application the parents must include:

- a copy of all relevant documents and full contact details.
- the grounds on which they are asking for a Review and the outcome which they seek, for example if they believe that the decision was not fair procedurally and/or substantively or that the sanction was not proportionate to the breach of discipline.
- a list of the documents which the parents believe to be in the School's possession and wish the Panel to consider.

2.4 For the avoidance of doubt, a mere disagreement with the decision of the Head will not of itself be grounds sufficient for a Governors' Review.

2.5 The Clerk to the Governors will acknowledge the request for a Review in writing within three working days of receipt.

2.6 Every effort will be made to enable the Review to take place within 15 working days of receipt of the request. The pupil will be Excluded from the School until the review has been completed. While Excluded, the pupil shall remain away from the School and will have no right to enter school premises during that time without written permission from the Head.

3 Planning the Review

3.1 The Clerk to the Governors will send written notification to each party of the date, time and place of the Review at least ten working days before the date of the Review.

3.2 Copies of any documents additional to those specified in the Review form that the Parents wish the Panel to consider should be sent to the Clerk to the Governors to be received at least seven working days prior to the Review.

3.3 On receipt of new information not previously available to the Head before his/her decision was made, the Clerk should contact the Chair of Governors who will decide whether:

- to include the new information in the bundle; or
- to omit the information if not relevant to the grounds for Review; or
- to make further enquiries of the parents or the pupil about the information; or
- to refer the information to the Head for his/her consideration as to whether the decision should be revisited.

- 3.4 The Clerk to the Governors will circulate a copy of the bundle of documents to be considered by the Panel to all parties at least three working days prior to the Review.
- 3.5 The parents may be accompanied at the Review Hearing, for example by a friend or relation. The Review is not a legal proceeding and so legal representation is not necessary. The Clerk to the Governors must be given five working days' notice if the friend or relation is legally qualified. Parents should note that the Panel will wish to speak with them directly and that this person will not be permitted to act as an advocate and may only address the Panel if invited to do so by the Panel Chair.
- 3.6 A person will be appointed to take minutes of the Review Hearing.

4 Composition of the Panel

- 4.1 The Review will be undertaken by a three member subcommittee of the Board of Governors. Unless circumstances dictate otherwise, the Panel members will have no detailed previous knowledge of the case or the pupil or parents and will not normally include the Chair of Governors. Selection of the Panel will be made by the Clerk to the Governors. With the exception of the Chair of Governors, those Governors not appointed to the Panel will not be provided with information about the case.
- 4.2 The parents will be notified in advance of the names of the Panel members. Fair consideration will be given to any reasonable objection to a particular member of the Panel. If appropriate, the Panel may include an independent member who is not concerned with the management or operation of the School.
- 4.3 The Panel members will appoint one of themselves to be the Panel Chair throughout the proceedings.

5 Role of the Panel

- 5.1 The role of the Panel is to consider:
- **Whether the decision-making followed a fair process** - whether an appropriate procedure was followed allowing the facts of the case to be sufficiently proved when the decision was taken to Permanently Exclude or Remove the pupil. The civil standard of proof, namely, "the balance of probability", will apply. Observance of the School's relevant policies and rules will be taken into account but may not be determinative.
 - **Whether the sanction was proportionate or the decision was perverse** – whether it was warranted in respect of the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the School 's procedure in that respect .
- 5.2 In addressing the matters above, the Panel will consider the documentation provided by the parties, representations made by the parties and any other factors which the Panel considers to be relevant.

The Panel will decide whether to uphold the Head's decision or refer the decision back to him/her with recommendations so that he/she may consider the matter further. It is not within the powers of the Panel to reinstate a pupil's place at the Relevant School against the wishes of the Head.

6 Review hearing

- 6.1 The Review Hearing will take place at the School premises.
- 6.2 The Review Hearing will be conducted in a suitable room and in an informal manner observing principles of natural justice.
- 6.3 During the Review, the parties shall have the opportunity to ask questions and make comments in an appropriate manner. The Review is not a legal proceeding and the Panel shall be under no obligation to hear oral evidence from witnesses but may do so and/or may take written statements into account.
- 6.4 All statements made at the Review Hearing will be unsworn. The Clerk will be asked to keep a hand-written minute of the main points which arise at the hearing. All those present will be entitled, should they wish, to write their own notes for reference purposes.
- 6.5 All those present during the Review are expected to show courtesy, restraint and good manners or, after due warning, the Review may be adjourned or terminated at the discretion of the Chair of the Panel. Any person who is dissatisfied with any aspect of the way the Review is being conducted must say so before the proceedings go any further and his/her comment will be minuted.
- 6.6 The Panel Chair may at his/her discretion adjourn the Review if he/she considers it appropriate to do so. This may include an adjournment for the parties to take legal advice on a specific issue arising.
- 6.7 A Review Hearing is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law. This requirement is without prejudice to the parties' right to the Panel's decision in any subsequent legal proceedings.
- 6.8 When the Panel Chair is satisfied that sufficient consideration has been given to the documentation provided and any representations made by the parties, he/she will conclude the Review Hearing.

7 Decision

- 7.1 The Panel's decision and any recommendations will be notified in writing, with reasons, to the Head and the parents by the Panel Chair within five working days of the hearing.
- 7.2 The Head will provide his/her response to those recommendations, if appropriate, in writing within three working days.
- 7.3 In the absence of a significant procedural irregularity, the Head's decision will then be final.

Appendix 2 – Form requesting a Governors’ Review



REQUEST FOR REVIEW

To: The Clerk to the Governors

Subject: [Name of Pupil]

I/We, request that a sub-committee of the Board of Governors carries out a review of the decision to Permanently Exclude or require Removal of the pupil. I/we agree that the Review will be carried out in accordance with the Review Procedure supplied to us with this form and I/we agree to abide by the terms of that Procedure and in particular that the proceedings are and will remain confidential and that the Head's decision following consideration of the recommendations made by the Governors' Review will be final, subject to such legal rights (if any) as may exist.

I/we confirm that I/we have parental responsibility for the above named pupil and that I/we have consulted the pupil who wishes the Review to be undertaken.

I/we understand that the Panel will be concerned with the fairness and proportionality of the Head's decision in accordance with the School’s existing policies (where applicable and relevant) on educational, pastoral care and administration matters.

I/We understand that I/we may be accompanied at the review hearing by a friend or relation. If I/we wish to bring a friend or relation who is legally qualified I/we will provide five working days' notice as required.

I/we will inform the Clerk to the Governors if I/we have any special educational needs or disabilities requiring additional facilities or adjustments.

The grounds upon which I/we seek a review and the matters which I/we wish to discuss at the review and to ask the sub-committee to take into account are as set out on the reverse side of this sheet.

(Two signatures required where practicable)

Signed	Signed
Full name	Full name
Relationship to pupil	Relationship to pupil
Date	Date
Address	Address
Telephone number	Telephone number