Permanent Exclusion, Removal and Review Policy

The Perse School

September 2026

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This policy 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: This policy sets out the circumstances under which a pupil might be Permanently Excluded or Removed from school and provides 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 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 voluntary withdrawal by their Parents, or to Exclusion (for a fixed term), or to suspension as a neutral act pending investigation under the Behaviour and Discipline Policy.

This policy is published on the School's website. A copy of this policy is available for inspection from the School Accountant during the School day.

1.2 **Definitions:** The definitions in this clause apply in this policy.

Board of Governors: references to the Board of Governors are references to the Proprietor of the School.

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, or those with parental responsibility, or care of a child e.g. a legal guardian or education guardian.

References to **Permanent Exclusion** (requiring a Pupil to leave the School permanently following a serious breach of discipline or criminal offence), and **Removal** (requiring Parents to Remove a Pupil in the circumstances specified in clause 8.12 of the School's *Terms and Conditions*) and to **Exclusion** (when a Pupil is sent or released home for a limited period) have the same meaning as defined in the School's *Terms & Conditions*.

References to **Review** and **Review Hearing** are to the review by the Panel of the Head's decision to Permanently Exclude or require the Removal of the pupil, in accordance with this policy.

References to the **Panel** are to the three-member panel selected by the Clerk to the Governors to undertake the Review. The panel will comprise at least three individuals who have no detailed prior knowledge of the case.

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 policy are:

- to support the School's *Behaviour and Discipline Policy* (which includes the School's behaviour code and the School rules);
- to help promote a whole school culture of openness, safety, equality, and protection;
- 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.

This policy forms part of the School's whole school approach to promoting child safeguarding and wellbeing, which seeks to involve everyone at the School to ensure that the best interests of pupils underpin, and are at the heart of, all decisions, systems, processes, and policies.

3 Regulatory Framework

3.1 This policy has been prepared to meet the School's responsibilities under the:

- Education (Independent School Standards) Regulations 2014:
- EYFS Statutory framework for group and school-based providers (DfE, September 2026):
- Education and Skills Act 2008;
- Children Act 1989;
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR and the Data (Use and Access) Act 2025 (together referred to as 'data protection laws');
- Human Rights Act 1998; and
- Equality Act 2010.

4 Related Policies

4.1 The School has the following related policies:

- Permanent Exclusion Governors Review Procedure;
- Behaviour and Discipline Policy (which includes the School's behaviour code and the School rules);
- Parent Contract;
- Anti-Bullying Policy (Pupils);
- Online Safety Policy;
- Safeguarding and Child Protection Policy;
- Drugs, Substances & Smoking Policy;
- Alcohol Policy;
- Acceptable Use of ICT Policy for pupils;
- Equal Treatment Policy – pupils;

- Special Educational Needs (SEN) (or SEND) and English as an Additional Language (EAL) Policy;

- Disability Policy

5 Removal

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

5.1 the pupil has committed a breach or breaches of School rules or discipline for which Removal is the appropriate sanction; or

5.2 by reason of the pupil's conduct or behaviour, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School; or

5.3 one or more of the Parents have behaved unreasonably including, but not limited to, if they have treated the School or members of its staff or any member of the School community unreasonably or acted in a way which could bring the School into disrepute; or contrary to the terms of the Parent Code of Conduct; or

5.4 the pupil's presence at the School presents a risk of himself/herself and/or to any other pupil and the pupil's Removal is considered necessary and proportionate; or

5.5 the School is no longer able to provide adequately for the pupil's special educational needs.

In addition, and the sole discretion of the Head the Parents, may be permitted to withdraw the pupil as an alternative to Removal being required.

6 Serious breaches of discipline

6.1 Following paragraph 10.2 of the Behaviour and Discipline Policy, allegations, complaints or rumours of serious breaches of discipline should be referred to the Deputy Head (Pupil Development and Welfare) at the Upper, Deputy Head at the Prep and Deputy Head at the Pelican. They will discuss the matter with the relevant Head to decide if the matter will be investigated as a serious breach of school discipline.

6.2 The main categories of misconduct which are likely to be considered to be serious breaches of discipline, and which may therefore result in Permanent Exclusion or requirement to leave the School, include but are not limited to:

- Supply which means providing or sharing (whether or not for money or other consideration) or facilitation of supply (e.g. sale, exchange or sharing (which includes promotion / advertisement or facilitating supply) / possession / use of drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco as prohibited by the School's policies on alcohol as well as drugs and substances and the School's rules on smoking;

- Actual or attempted theft, blackmail, intimidation, cyber-based bullying, prejudice-based bullying, discriminatory-based bullying or other potentially criminal offences including being an accessory or conspirator;
- Physical violence and / or abuse (which may include but is not limited to hitting, kicking, shaking, biting and hair pulling);
- Physical or emotional abuse or harassment (to include behaviour that may be categorised as “banter”, “just having a laugh”, “part of growing up” or “boys being boys”);
- Initiation / hazing type violence and rituals (which may include but is not limited to activities involving harassment, abuse or humiliation used as a way of initiating a person into a group);
- Abuse in intimate personal relationships between peers (teenage relationship abuse);
- Sexual violence, sexual harassment and upskirting and other harmful/inappropriate sexual behaviour;
- Consensual and non-consensual making or sharing of nudes and semi-nudes;
- Behaviour in contravention of the School's policies on the acceptable use of technologies or online safety;
- Supply or possession of pornography;
- Behaviour which may constitute a criminal offence, such as:
    - possession or use of firearms, knives or other weapons;
    - vandalism, defacement, computer hacking or serious misuse of the School's IT network and / or destruction of School property;
- serious academic misconduct, including cheating in examinations or assessments, plagiarism, collusion, impersonation or any attempt to obtain an unfair advantage in an assessment;
- Persistent breaches of discipline or attitudes or behaviour which are inconsistent with the School's ethos, including the School Values;
- Other 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;
- Any form of abuse or unlawful discrimination on the grounds of sex, race, religion/belief, disability, special educational needs, sexual orientation and gender reassignment etc;
- Persistent or serious breaches of the School’s Health and Safety guidance;
- Persistent lower-level breaches; and
- Other misconduct specifically provided for in the School's parent contract and School rules.

It is for the School to determine whether a breach of discipline is serious or not, such that it may lead to Permanent Exclusion or removal, and therefore which part of the disciplinary process will be followed. In making this determination the School will act in a reasoned and reasonable manner including paying due attention to context.

6.3 The Board of Governors have authorised the following sanctions for serious breaches of discipline:

Permanent Exclusion

A pupil may be permanently excluded from the School for a serious breach of discipline as defined in 6.2. Permanent Exclusion is reserved for the most serious breaches.

Removal

Removal may sometimes be used as a sanction, as set out in 5.1.

In addition, and at the sole discretion of the Head, the Parents may be permitted to withdraw the pupil as an alternative to Permanent Exclusion by the School.

Other sanctions

Where the outcome of an investigation into a potential serious breach of discipline is that there has been a breach of discipline that warrants a sanction, then the governors have also authorised the sanctions other than Permanent Exclusion or Removal which are set out in Annex 2 of the Behaviour and Discipline Policy (including Exclusion, for a fixed number of days), in which case such sanction is not subject to Governor Review under this policy.

Suspension pending investigation

For the avoidance of doubt, suspension pending investigation as a neutral act under paragraph 8.8 below is not a disciplinary sanction, and not subject to Governor Review.

6.4 An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in Section 8.

6.5 Complainants will be taken seriously, and the School will carefully discharge its duty of care to both complainants and those pupil(s) accused. Reporting concerns is encouraged by the School. A complainant is not creating a problem by reporting an allegation, complaint or rumour and should not feel ashamed or embarrassed for making a report.

6.6 If the findings of fact of the investigation, on the balance of probabilities, sufficiently support the allegation, complaint or rumour of a serious breach of discipline (i.e. that permanent exclusion or a requirement to leave the School remain possible outcomes), a disciplinary meeting will be held in accordance with the procedures set out in Section 9.

6.7 If a pupil is withdrawn from the School before the conclusion of disciplinary procedures, the School reserves the right to complete the procedures, in the absence of the pupil and the parents if necessary, and to make appropriate findings. The School reserves the right to report these findings to regulators and / or local authorities / police and / or to refer to such disciplinary action in references provided for the pupil.

6.8 The School will act fairly and in accordance with the principles of natural justice and will ensure that where a pupil's place at the School is at risk, the Parents and the pupil are provided with sufficient information about the allegations to understand them and the factual findings made in the investigation; and will have an opportunity to make representations .

6.9 Where the School staff consider consultation with Parents would support achievement of a fair outcome, or the School's Terms and Conditions require consultation with the Parents prior

to reaching a decision, it should be noted that consultation does not require itemisation of every fact, matter or incident forming part of the allegation, complaint or rumour. The School will instead seek to ensure that Parents have adequate and timely information of the allegation, complaint or rumour and their possible consequences, and an opportunity to respond to them. Consultation may take place at a meeting called for that purpose or may be satisfied by other means of communication.

6.10 Sanctions imposed will be fair and proportionate to the breach.

6.11 The School's aim is to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. Pupils and their parents must treat as confidential any information communicated to them in connection with an investigation or disciplinary matter. A pupil and/or their parents must not make electronic recordings of any meeting conducted under this policy and doing so may be treated as a separate disciplinary matter. The School may take steps to protect the identity of witnesses if the School believes their identity should remain confidential.

7 Intervention, support and reintegration

7.1 The School will, as far as practicable, adopt a range of initial intervention strategies to help pupils manage their behaviour and reduce the likelihood of Exclusion, Removal and Permanent Exclusion. The School has a system in place to ensure leaders are aware of pupils whose behaviour is a cause for concern.

7.2 The range of intervention strategies that the School may put in place include as appropriate, but are not limited to:

- frequent and open engagements with parents;
- providing mentoring and coaching;
- short-term behaviour report cards or longer-term behaviour support plans; and
- engaging with local partners and agencies to address specific challenges such as poor anger management, a lack of resilience and difficulties with peer relationships and social skills.

7.3 Where the School has serious concerns about a pupil's behaviour it will consider appropriate interventions, including but not limited to, whether an assessment of a pupil's SEND is appropriate; where a pupil has an Education, Care and Health Plan, whether an emergency review is appropriate and/or whether a multi-agency assessment is appropriate.

7.4 Following a sanction (other than Permanent Exclusion or Removal), the School will consider appropriate strategies to help the pupil(s) involved understand how to improve their behaviour and meet the behaviour expectations of the School. This may include reflective conversations, restorative approaches, pastoral support or other targeted interventions where appropriate. As far as reasonably practicable, this support will be delivered by appropriately trained designated staff.

7.5 The School will consider and apply appropriate strategies for the reintegration of a pupil as contemplated in clause 7.4, for example, following removal from the classroom, or Exclusion. Where appropriate, this may include pastoral support, behaviour support plans, reflective

conversations, restorative approaches and other measures designed to support successful reintegration and reduce the likelihood of further incidents.

8 Investigations into serious breaches of discipline

Allegations, complaints or rumours that a pupil may have committed a serious breach of School discipline will be dealt with as follows, subject to processes and procedures being adapted were appropriate or necessary (in the opinion of the Head or the investigating officer). An investigation will be conducted fairly and in a way which is appropriate to the School, without formal legal procedures. A key factor which may be taken into account in considering whether to adapt the process or procedure is the age of the pupil(s), where a less formulaic approach to communications with pupils may be considered by the investigator to be more appropriate than that set out below if the investigation involves young children.

8.1 It may be necessary for a senior member of staff (e.g. a Head of Year) to undertake preliminary fact finding to establish the nature/extent of any incident.

8.2 If the initial information suggests a serious breach of discipline may have occurred, The Head will generally appoint a senior member of staff to carry out an investigation of an allegation, complaint or rumour of serious breaches of discipline before any determination of sanctions is decided, but if appropriate the Head may investigate matters themselves or instruct a third party to undertake the investigation. The investigator should not have had any prior involvement in the management of any of the matters under investigation (except where they have undertaken preliminary fact finding). The Head will provide the investigator with a brief for the investigation.

The purpose of such an investigation is to make findings of fact on the balance of probabilities, where possible, as to what has happened. The investigator never presupposes guilt in these situations. Staff who work on pastoral and safeguarding matters are trained to be sensitive and impartial. Government guidance, which all schools must follow, exhorts us to recognise that '*It could happen here*' in relation to a wide range of harmful behaviours - but this is a warning against complacency rather than a presumption of guilt. Ultimately, the standard that staff adhere to is the 'balance of probabilities', i.e.: is it more likely that the allegations are true than they are not? This is not the same as the standard applied by the police, for example, when they consider allegations against the criminal standard of '*beyond reasonable doubt*'.

8.3 If the incident involves a complainant, a formal statement will be required from the complainant. It will be made clear to them that the allegations will be shared with the alleged perpetrator(s) in order that the pupil(s) can respond to the allegations. The same principle will apply to witness statements. A pupil may withdraw consent to share at any time, but they should be aware that this will affect the ability to complete the disciplinary process. It is likely that accounts will be redacted before being shared with the pupil (e.g. on the basis of pupil safety).

8.4 The pupil will be provided with all allegations relating to them. Should additional allegations rise in the course of the investigation, these will be shared with the pupil, and they will have an opportunity to respond to them.

8.5 For all formal interviews as part of the investigation, consideration will be given as to whether the pupil should be accompanied by a parent or member of staff and in any event a note of the interview will be made by the interviewing member of staff. Pupils will be given the opportunity to write their own witness statements which should always be signed and dated.

8.6 Parents will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline unless the School is prevented from doing so by the police and/or social care if they are involved.

8.7 Arrangements may be made for a pupil to be taught outside of their normal cohort[1] or a pupil may be suspended from the School as a neutral act pending the outcome of a disciplinary process. This would usually be for safeguarding reasons or that their presence is likely to compromise the disciplinary process – the basis of the decision will be underpinned by a risk assessment. Should an exclusion continue for a period of more than five School days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil and will keep the terms of the exclusion under regular review. The Deputy Head (Pupil Development and Welfare) (Upper) / Deputy Head (Prep and Pelican) or the relevant Section Head or Head of Year will co-ordinate these arrangements with the pupil's parents or guardians. Parents should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set. Alternatively, and at the discretion of the Head, the pupil may be offered a segregated arrangement on School premises.

8.8 A pupil's space or, following appropriate risk assessment, belongings may be searched during the course of the investigation. See Annex 6 of the *Behaviour and Discipline Policy*: Searching and Confiscation and *Acceptable Use of ICT Policy for Pupils*.

8.9 It may be necessary to delay the School's investigation or put it on hold, for example, where external agencies such as the police or social services are involved and have recommended this. A decision to suspend an investigation will take into account advice from appropriate external agencies and will be subject to periodic review. In relation to alleged sexual violence or sexual harassment, the School will have regard to KCSIE, and the School's Designated Safeguarding Lead (or a deputy) will take a leading role in decisions.

8.10 Where a group of pupils have been involved and it is not immediately clear as to where the blame lies, all members of that group may be subject to investigation by the school.

8.11 If considered necessary, the School may make arrangements for legal representation for the pupil to be funded entirely at the parents' expense. Regardless of delays caused by a police or other external agency investigation, the School will provide appropriate pastoral and other support for all pupils (including the victim and/or the perpetrator(s)) affected by the allegations under investigation while they remain on the School roll.

8.12 Where the pupil is the subject of a police investigation, the DSL will liaise with the Head to inform them of issues relating to the police investigations and the statutory requirements for children to have an appropriate adult. The role of the appropriate adult is to safeguard the rights, entitlements and welfare of juveniles to whom the provisions of PACE Code C and any other code of practice apply.

8.13 The outcome of the investigation, where delegated to a member of staff or other third party, will be reported to the Head. If the findings of the investigation appear to support the

[1] This course of action is applicable following allegations or reports of sexual violence / harm whilst matters are being investigated. The advice in Part 5 of KCSIE, the School's safeguarding and child protection policy and its risk assessment for pupil welfare will inform the correct approach to take when investigating allegations and reports of this nature.

allegation, complaint or rumour, a disciplinary meeting will then be convened in accordance with the procedures in Section 8 of this policy.

8.14 Following the conclusion of an investigation and any disciplinary process, the School may, where appropriate, consider whether reflective conversations, restorative approaches or other pastoral interventions would assist those affected to understand the impact of the incident, rebuild positive relationships and support the pupil's successful reintegration into the School community. Such approaches will only be used where they are considered safe, appropriate and in the best interests of all those involved.

8.15 Considerations when there is suspected criminal behaviour:

- Before investigating a behaviour incident, the School will consider whether a criminal offence may have been committed and should be reported to the Police.

- The School will carry out the minimum investigation required to be able to establish this, and before making a decision, will consider its duty to safeguard the pupils of the School (including any victims or alleged perpetrators) by assessing and balancing the risk of reporting the matter to the Police on the mental health and wellbeing of the pupil and others, as well as the risk of not making a report to the Police. Where a report is made to the Police, the School will not act in a way which could prejudice a criminal investigation.

- Depending on the individual circumstances of the case, and usually having liaised with the Police, the School may decide to continue its investigation and impose sanctions.

- The School will follow its Safeguarding and Child Protection Policy and procedures at all times, and when making a report to the Police it may also be appropriate to make a report to Children's Social Care Services, usually led by the DSL.

9 Disciplinary meeting with the Head or the Head's nominee

Where the findings of the investigation into an allegation, complaint or rumour of a serious breach of discipline appear to support the allegation, complaint or rumour, such that permanent exclusion or requirement to leave the School remain possible outcomes, a disciplinary meeting with the Head or his/her nominated representative (both referred to as "the Head" in this policy) will take place. The meeting will be conducted as described below, but this is subject to processes and procedures being adapted where appropriate or necessary (in the opinion of the Head or the investigating officer). A key factor which may be taken into account in adapting processes or procedures is the age of the pupil(s), where a less formal or formulaic approach to communications with pupils (or no communication) may be more appropriate if young children are involved

9.1 Attendance

- The pupil and their parents (if available) will be invited to attend the disciplinary meeting with the Head. Where the complaint concerns the behaviour of the Parents, the pupil will not generally be entitled to attend the meeting, and this procedure applies to the Parents only.

- The person or persons who undertook the investigation will be in attendance to explain the circumstances of the complaint, their investigation and findings, and an additional member of staff will be present to minute the meeting.

- If the Parents or the pupil have any special educational needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Head as soon as reasonably practicable so that appropriate arrangements can be made.

- If a parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the parent can be involved, remotely, if necessary, with the disciplinary process and their child's education.

- In complex cases, or cases involving multiple pupils, the Head reserves the right, at their discretion, to arrange for a Governor and/or a Deputy Head to assist in hearing the case.

9.2 Meeting

Documents available at the disciplinary meeting with the Head may include (but will not be limited to):

- a statement setting out the allegations regarding the pupil or, where applicable, the Parents;
- written statements and notes of the evidence supporting the allegations, and any relevant correspondence;
- the investigation report;
- a summary of the pupil's school file including the pupil's conduct records;
- the relevant School policies and procedures; and
- victim impact statements if relevant and available.

Any documents considered at the disciplinary meeting may be redacted or a summary provided for reasons of confidentiality and/or data protection.

Pupils and/or their parents will be given an opportunity to submit a written statement prior to the disciplinary meeting on the investigator's findings, whether they constitute serious misconduct and the appropriate sanction to be imposed. Such statements should be submitted at least 24 hours before the meeting.

The Head will consider the allegations and the evidence, including statements made by and/or on behalf of the pupil or, where applicable, the Parents.

The pupil and their parents will have an opportunity to state their side of the case.

The Head will inform the pupil and their parents of the range of disciplinary sanctions which the Head considers are open to them.

Unless the Head considers that further investigation is needed, they will close the meeting and inform the pupil and the Parents that they will be notified of their decision in writing.

9.3 Decision

The Head will consider:

- whether the allegation, complaint or rumour has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities;
- whether the findings constitute serious misconduct; and
- the appropriate sanction to be imposed (and the pupil's disciplinary record will be taken into account where the complaint concerns the conduct of the pupil).

The Head may Permanently Exclude or Remove a pupil or impose any other sanction they consider to be appropriate in accordance with this policy.

The Head will usually notify the Parents of their decision in writing, with reasons for the decision, within five working days of the disciplinary meeting. If the matter is particularly complex, or if further investigation is required, the timeframe can be extended up to a further five working days. If further investigation is required, the Head will try and conclude matters as soon as is reasonably practical.

A decision to Permanently Exclude or Remove a pupil shall take effect from the date of the Head's letter confirming their decision. Until then, the pupil may remain excluded and away from School premises.

9.4 Review

The Parents or the pupil may request a review of the Head's decision to Permanently Exclude or Remove a pupil from the School. There will be no right to a governors' review of other sanctions.

The request must be made in writing within five working days of the date of the Head's letter confirming their decision.

If such a request is made, the pupil shall remain excluded until the review has taken place and either the sanction is upheld or a reconsidered decision made.

9.5 Leaving status

- If a pupil is Permanently Excluded or Removed, their leaving status will be one of the following: Permanently Excluded, Removed or, if the offer is made by the Head and accepted by the Parents, withdrawn by Parents.

- Additional points of leaving status to be considered may include:
    - the form of letter which will be written to the Parents and the form of announcement in the School;
    - the form of reference which will be supplied for the pupil;
    - the entry which will be made on the School record and the pupil's status as a leaver;
    - arrangements for transfer of any course and project work to the pupil, their parents or another school;
    - whether (if relevant) the pupil will be permitted to return to School premises to sit public examinations;
    - whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil;
    - whether the pupil will be entitled to leavers' privileges;
    - the conditions under which the pupil may re-enter School premises in the future; and
    - financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

10 Procedure for Review of the Head's Decision to Permanently Exclude or Remove a pupil from school

10.1 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**.

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

11 Training

11.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

11.2 The level and frequency of training depends on the role of the individual member of staff.

11.3 The School maintains written records of staff training.

12 Responsibility statement and allocation of tasks

12.1 The Board of Governors has overall responsibility for all matters which are subject of this procedure.

12.2 To ensure the efficient discharge of its responsibilities under this procedure, the Board of Governors have allocated the following tasks:

Task	Allocated to	When / Frequency of Review
Keeping the policy up to date and compliant with the law and best practice	Clerk to Governors Upper School Head	As required, and at least annually
Monitoring the implementation of the policy	Clerk to Governors Upper School Head	As required, and at least annually
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	Clerk to Governors Upper School Head	As required, and at least annually
Formal annual review	Board of Governors	Annually

13 Records

13.1 All records created in accordance with this policy are managed in accordance with the School's *Records Management Policy* and *Records Retention Schedule*.

13.2 The records created in connection with this policy may contain personal data. The School's use of personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

14 Version Control

Date of adoption of this procedure	3 September 2026
Date of last review of this procedure	August 2026
Date for next review of this procedure	August 2027
Owner (SLT)	Clerk to Governors Prep School Head Pelican School Head
Authorised by	Jonathan Scott On behalf of the Board of Governors
Circulation	Governors / Staff / Parents / Pupils [on request] Published PersePortal and available from the School Office on request

Appendix 1 – Governors' Review

1 A pupil (if over 18) or their Parents/guardians may request a Review of the Head's decision to Permanently Exclude or Remove a pupil (but not a decision to Exclude the pupil for a fixed number of days).

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 period by agreement.

2.2 If the Parents or the pupil have any special educational 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 in the Parents' possession 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.
- whether the Parents propose to attend the Hearing, and, if so, to be accompanied.

2.4 A request for a Review should be concise and expressed in the Parents' own words. The Review process is intended to provide a fair and efficient means of considering the matters in dispute and does not require lengthy or legalistic submissions. Where a request appears to have been prepared using AI or other drafting tools, Parents remain responsible for ensuring that it accurately reflects their own concerns and is no longer or more complex than is reasonably necessary. The School reserves the right to ask Parents to clarify, simplify or resubmit a request where it is unnecessarily lengthy, overly complex or otherwise hinders the fair and efficient conduct of the Review process.

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. The grounds for a request for a Review must be as to the fairness of the procedure adopted by the School or the reasonableness of the decision, with reasonableness to be judged by reference to the range of reasonable decisions.

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

2.6 Every effort will be made to enable the Review to take place within fifteen working days of receipt of the request.

2.7 It is in everyone's interest that a decision is reached as soon as possible. Where there are exceptional circumstances resulting in a delay to the Clerk's, Governors,' or School's ability to act within the timescales for the review procedure, the Parents will be notified and informed of any new timescales as soon as possible.

2.8 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 be responsible for arranging the Review which will usually involve a Review Hearing at which the Panel will consider relevant documents and hear from the Head, the Parent(s), and the pupil.

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

3.3 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.

3.4 On receipt of new information not previously available to the Head before their 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 consideration as to whether the decision should be revisited.

3.5 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.

3.6 The Parents may be accompanied at the Review Hearing, for example by a friend or relation. The Review is an internal procedure, not legal proceedings. Legal representation is not necessary and will not normally be appropriate. The Parents should note that the Panel will wish to speak to them directly. Anyone accompanying them will not be permitted to act as an advocate or to address the Review Panel unless invited to do so by the Chair of the Panel. The Clerk to the Governors must be given five working days' notice if the Parents wish to be accompanied by a person who is legally qualified.

3.7 The Clerk to the Governors will take minutes of the Review Hearing.

4 **Composition of the Panel**

4.1 The Review Panel will comprise three members of the Board of Governors and will not normally include the Chair of Governors. The Panel members will have no detailed previous knowledge of the case nor, unless circumstances dictate otherwise, the pupil or Parents. 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 personal information about the case such as, for example, information included in the application for review, or the bundle of documents circulated to all parties by the Clerk to the Governors.

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,

one Governor appointed to the Panel may be replaced by 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, on the facts, the decision-making relating to the breach of school policy(s), and sanction imposed 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 within the range of reasonable responses** – whether it was within the range of reasonable responses 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 in order to consider whether the sanction was within the range of reasonable responses.

The Panel will decide whether to uphold the Head's decision or refer the decision back to the Head with recommendations so that the Head 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, fair, and unbiased manner.

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 their comment will be minuted.

6.6 The Panel Chair may, at their discretion adjourn the Review if they consider it appropriate to do so. This may include an adjournment for the parties to seek additional information or 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 refer 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, they 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 or the Chair of Governors (where applicable), usually within five working days of the Review Hearing.

7.2 The Head will provide their response to those recommendations, if appropriate, in writing, usually within five working days.

7.4 If the Head's decision is upheld then the decision is final.

7.5 If the Head is asked to reconsider their decision, the pupil will remain excluded until this has been done.

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

To: The Clerk to the Governors
Subject: [Name of Pupil]

I/We, request that a three-member panel 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 and any other person with parental responsibility for the pupil who wishes the Review to be undertaken.

I/We understand that I/we may be accompanied at the review hearing by a friend or relation. I/we understand that the Review is an internal procedure, not legal proceedings and that legal representation is not necessary and will not normally be appropriate. I/we note that the Panel will wish to speak to me/us directly and that anyone accompanying me/us will not be permitted to act as an advocate or to address the Panel unless invited to do so by the Chair of the Panel. I/we will provide 5 five working days' notice if I/we wish to be accompanied by a person who is legally qualified.

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 the outcome which I/we seek and to ask the sub-committee to take into account are as set out on the reverse side of this sheet.

Details of any person accompanying me/us to the Review Hearing	Please tick if this person is legally qualified ☐
List of all documents I/we wish the Review Panel to consider (please enclose where available)	

(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:

Grounds for the Review

1.

2.

3.

4.

Outcome(s) Sought

1.

2.

3.

4.