



Removal of a Pupil From the School

Date Written	September 2015
Review Date	September 2016
Review Date	September 2017
Review Date	September 2018
Review Date	September 2019

Removal of a Pupil from the School

After consultation with the Chairman of the Trustees a decision will be made as to whether the pupil should be suspended for a stated period of time or excluded permanently.

The parents will be informed of this decision in writing, specify the conduct complained of, the disciplinary rules that apply, and why suspension/permanent expulsion was considered the appropriate course of action. Additionally in the case of permanent exclusion the parents will be told of their right to appeal, within 15 calendar days, to the Trustees against that decision, advising the parents of the name and address of the person to whom notice of appeal should be sent, that the Notice of Appeal must be in writing and must set out the grounds upon which it is made. It should also be pointed out to the parents that the Notice of Appeal should, if possible, be accompanied by copies of documents which the parents intend to produce at the hearing.

The Appeals Committee consisting of three Trustees (one acting as the Chairman) must hear a case of expulsion even if the parents do not appeal, to confirm the Headmistress's decision.

Upon the occasion of a need to remove a pupil from the School the first duty of the Trustees will be to appoint a Clerk and the name and address of such Clerk will be notified immediately to the parents of the pupil concerned. The duty of the Appeals Clerk is to deal with the procedural matters in coming to the Appeal Hearing and also to take full notes of the Appeal Hearing and communicate the decision to all parties.

Conduct of the Appeal Hearing

As stated above, the parents must be told the reasons for the expulsion in writing and be given the opportunity to state their case in writing and all documentation intended to be produced or matters to be raised at the hearing which are not covered in the Statement of Reasons or the Notice of Appeal should be submitted to the Clerk to the Appeals Committee in good time before the hearing. Further the parents should be advised that they are entitled to either appear in person and make oral representations and also, should they wish it, be accompanied by a friend or be represented. (If the School feels that there are good reasons to the contrary as to why the parents should not be so accompanied these should be given to the parents). Additionally either party is entitled to call witnesses in support of their own case.

Order of the Hearing

1. The case for the school with witnesses in support of the expulsion (in particular the Headmistress's evidence as to the same).
2. Questioning of the school's witnesses and the school's case.
3. The case for the parents together with any witnesses.
4. Questioning of the parents and their witnesses by the school.
5. Summing up by the school (by the Headmistress if required).
6. Summing up by the parents.

The parents and all witnesses including the Headmistress leave the meeting whilst the Appeals Committee considers its decision. The decision of the Appeals Committee will be binding upon the school.