



# Heath Mount School

## **Exclusions, Removal and Review Policy**

**Heath Mount School, Hertfordshire**

**Independent Co-Educational Day and Boarding  
School**

September 2024

## 1 Introduction

**Scope:** This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be expelled or removed. The policy is a whole school policy applicable 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 / her parents.

In respect of children in the Nursery and Pre-Prep, exclusion would only take place once all other avenues have been explored and exhausted including one-to-one intervention.

**Interpretation:** the definitions in this clause apply in this policy.

**Head:** references to the Head may include deputies.

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

**Exclusion:** a pupil may be formally expelled from the School if it is proved on the balance of probabilities that the pupil has committed a very grave breach of discipline or a serious criminal offence. Exclusion is reserved for the most serious breaches. Exclusion can also take place if a child has consistently broken school rules and has exhausted the schools sanctions ladder.

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

- (a) the pupil has committed a breach or breaches of School rules or discipline for which Removal is the appropriate sanction; or
- (b) 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
- (c) if the parents have treated the School, members of its staff or any member of the School community unreasonably.

**Exclusion:** in this policy, unless otherwise stated, exclusion is a neutral act whereby the pupil is sent home:

- (a) for a defined period of time in accordance with the School's Behaviour and Discipline Policy;
- (b) pending the Head's decision following a disciplinary meeting;
- (c) during the period before the Head's decision takes effect; and / or
- (d) pending the outcome of a Governors' Review if requested by the parent.

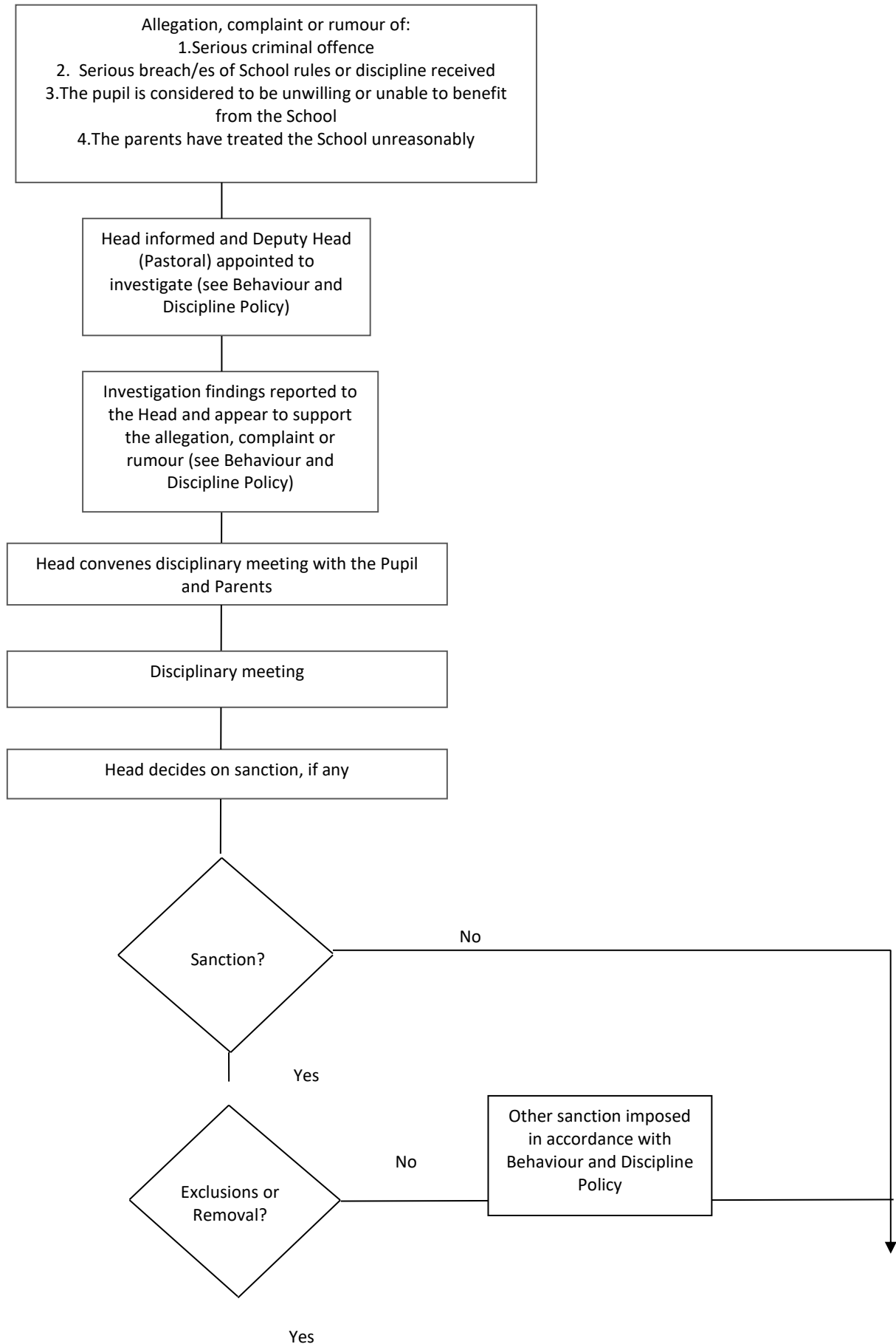
Exclusion as a disciplinary sanction is defined in the School's Behaviour and Discipline Policy. If, following an investigation by the Deputy Head (Pastoral) a pupil is excluded, the Deputy Head (Pastoral) will make recommendations as to how best support all pupils involved during and following an exclusion. Exclusions should always be regarded as a warning that removal may follow. The Head will ensure that this is explained to pupils and their parents. Internal exclusions are also an option available to the School, whereby the pupil is supervised at school.

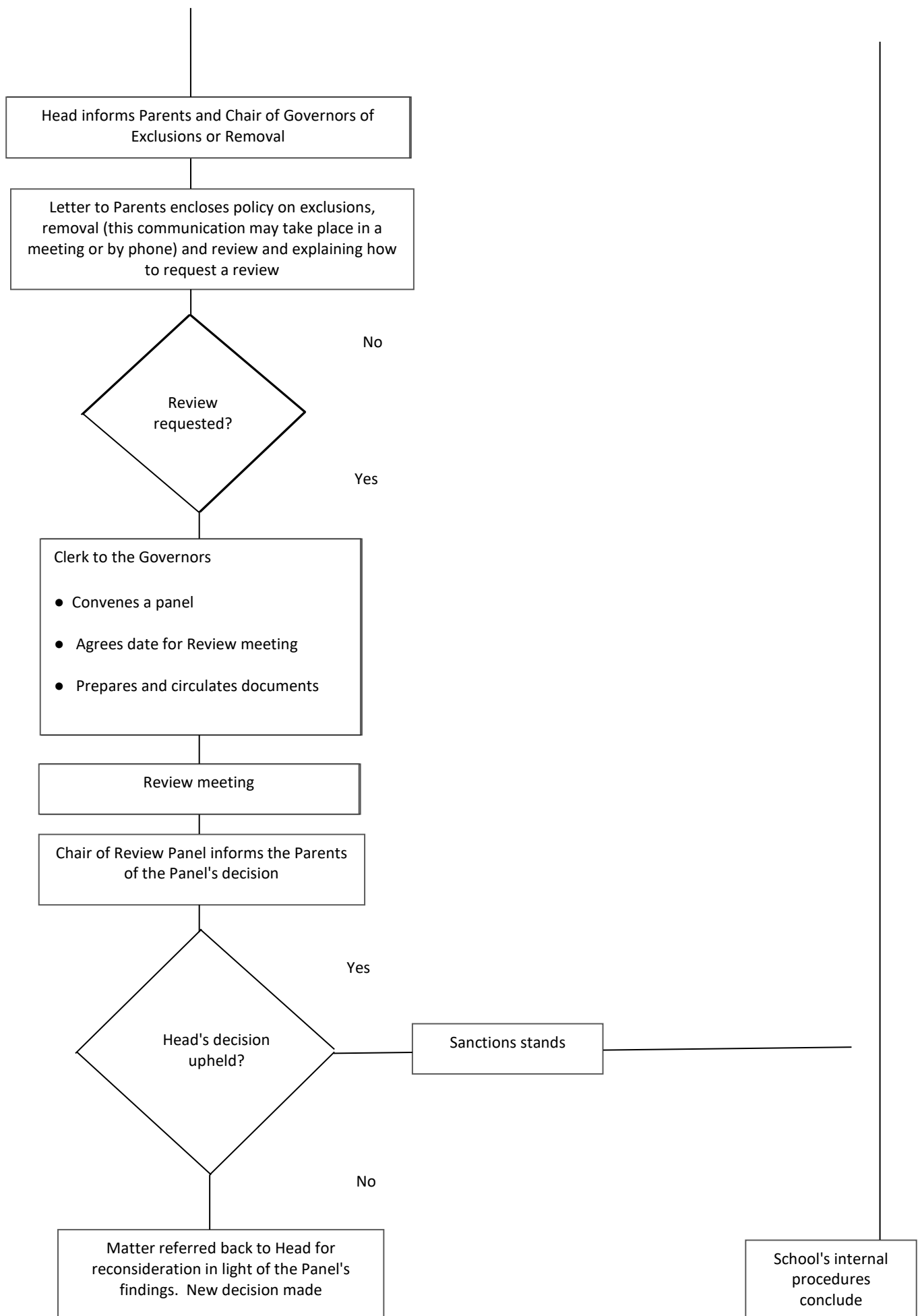
## 2 Policy statement

### 2.1 Aims: The aims of this policy are:

- 2.1.1 to support the School rules and/or expectations and policies on behaviour and discipline;
  - 2.1.2 to protect pupils from the risk of harm (physical, emotional or social);
  - 2.1.3 to ensure procedural fairness and natural justice and;
  - 2.1.4 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.
- 2.2 **Misconduct:** the main categories of misconduct which may result in Exclusions or removal include but are not limited to:
- 2.2.1 supply / possession / use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco;
  - 2.2.2 theft, blackmail, physical violence, intimidation, racism or persistent bullying;
  - 2.2.3 misconduct of a sexual nature; supply or possession of pornography;
  - 2.2.4 possession or use of unauthorised firearms or other weapons;
  - 2.2.5 vandalism or computer hacking;
  - 2.2.6 persistent attitudes or behaviour which are inconsistent with the School 's ethos;
  - 2.2.7 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.
- 2.3 **Equality:** The School will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where Exclusions needs to be considered, the School will ensure that a pupil with a disability or special educational needs and / or his / her parents are able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered.
- 3 **Procedure**
- 3.1 The procedure followed by the School in cases where a sanction of Expulsion or Removal may be imposed by the Head are summarised in the flowchart at Appendix 1 to this Policy.
  - 3.2 The details of the disciplinary meeting are set out in Appendix 2.
  - 3.3 The details of the Governors' Review procedure are set out in Appendix 3.

## Appendix 1 Procedural flowchart





## **Appendix 2    Disciplinary meeting with the Head**

1        Where the findings of the investigation carried out in accordance with the School's Behaviour and Discipline Policy appear to support the allegation, complaint or rumour, a disciplinary meeting with the Head will take place.

2        The Chair of Governors will be informed of the meeting.

### **3        Attendance**

3.1      The pupil and his / her parents (if available) will be asked to attend the disciplinary meeting with the Head. The pupil may also be accompanied by a member of staff of his / her choice. Where the complaint concerns the behaviour of the parents, the pupil will not generally be expected to attend the meeting and this procedure applies to the parents only.

3.2      The Deputy Head (Pastoral) will be in attendance to explain the circumstances of the complaint and his / her investigation and an additional member of staff will be present to minute the meeting.

3.3      If the parents or the pupil have any special 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 or Deputy Head so that appropriate arrangements can be made.

3.4      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.

### **4        The meeting**

4.1      Documents available at the disciplinary meeting with the Head will include:

4.1.1    a statement setting out the points of complaint against the pupil or, where applicable, the parents;

4.1.2    written statements and notes of the evidence supporting the complaint, and any relevant correspondence;

4.1.3    the Deputy Head's (Pastoral) Investigation Report;

4.1.4    the pupil's school file and (if separate) conduct record;

4.1.5    the relevant School policies and procedures.

4.2      The Head will consider the complaint / s and the evidence, including statements made by and / or on behalf of the pupil or, where applicable, the parents.

4.3      The pupil and his / her parents will have an opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of pupils will be preserved.

4.4      The Head will inform the pupil and his / her parents of the range of disciplinary sanctions which the Head considers are open to him / her if the allegation, complaint or rumour is sufficiently proved.

- 4.5 Unless the Head considers that further investigation is needed, he / she will close the meeting and inform the pupil and the parents that they will be notified of his / her decision in writing.

## **5 The decision**

- 5.1 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. The pupil's disciplinary record will be taken into account where the complaint concerns the conduct of the pupil.
- 5.2 The Head may Expel or Remove a pupil or impose any other sanction he / she considers to be appropriate in accordance with the School's Behaviour and Discipline Policy.
- 5.3 The Head will notify the parents of his / her decision in writing, with reasons, within three School days of the disciplinary meeting.
- 5.4 A decision to Expel or Remove a pupil shall take effect seven days after the decision was first communicated to a parent. Until then, the pupil shall remain suspended and away from School premises.

### **5.5 Review**

- 5.5.1 The parents or the pupil may request a Governors' Review of the Head's decision to Expel or Remove a pupil from the School, or where the pupil is suspended from the School for 11 school days or more or where a suspension would result in the pupil missing a public examination within the seven days after the decision was first communicated to a parent.
- 5.5.2 If such a request is made, the pupil shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision made.
- 5.5.3 See Appendix 3 for further information about requesting and the detail of the Governors' Review procedure.

## **6 Leaving status**

- 6.1 If a pupil is Expelled or Removed, his / her leaving status will be one of the following: Expelled, Removed or, if the offer is made by the Head and accepted by the parents, Withdrawn by parents.
- 6.2 Additional points of leaving status include:
- 6.2.1 the form of letter which will be written to the parents and the form of announcement in the School;
- 6.2.2 the form of reference which will be supplied for the pupil;
- 6.2.3 the entry which will be made on the School record and the pupil's status as a leaver;
- 6.2.4 arrangements for transfer of any course and project work to the pupil, his / her parents or another school;
- 6.2.5 whether (if relevant) the pupil will be permitted to return to School premises to sit public examinations;
- 6.2.6 whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil;

- 6.2.7 whether the pupil will be entitled to leavers' privileges;
- 6.2.8 the conditions under which the pupil may re-enter School premises in the future and
- 6.2.9 financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees.

## Monitoring and Review

<b>Governors Committee Reviewing</b>	Education
<b>Period of review</b>	Every three years by Governors Next review 2027
<b>Person responsible for implementation and monitoring</b>	Headmaster
<b>Related policies</b>	Accessibility & Equality Policy Admissions Policy Anti-bullying Policy Behaviour and Discipline Policy Parent Contract

### Appendix 3    Review

- 1     **Request for review:** a pupil or his / her parents may request a Review by the Governors of the Head's decision to Expel or Remove a pupil or where a decision has been made to impose the disciplinary sanction of suspension on a pupil for 11 school days or more or where such suspension would prevent a pupil from taking a public examination. The application must be made in writing using the Request Form at Appendix 4 and received by the Clerk to the Governors within seven days of the Head's decision being notified to the parents, or longer by agreement. 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 Clerk so that appropriate arrangements can be made.
- 2     **Grounds for review:** in their application the parents must state the grounds on which they are asking for a Review and the outcome which they seek. For the avoidance of doubt, a mere disagreement with the decision of the Head will not of itself be grounds sufficient for a Review.
- 3     **Review Panel:** The Review will be undertaken by a three-member sub-committee of the Governing Body. The panel members will have no detailed previous knowledge of the case or of the pupil or parents and will not 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. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the Panel. The Panel may include an independent member who has no connection with the management or running of the School.
- 4     **Role of the Panel:** the role of the Panel is to consider the documentation provided by the parties and representations made and to decide whether to uphold the Head's decision or refer the decision back to him with recommendations so that he may consider the matter further.
- 5     **Review meeting:** The meeting will take place on the School premises, normally within ten School days after the parents' application has been received. A Review will not normally take place during school holidays. The parents and the Head will be asked to submit any documents they wish to refer to at the meeting to the Clerk to the Governors and a single bundle will be circulated to the Panel and the parties simultaneously at least three days before the meeting. On receipt of new information not previously available to the Head before his decision was made, the Clerk should contact the Chair of Governors who will decide whether:
  - 5.1     to include the new information in the bundle; or
  - 5.2     to omit the information if not relevant to the grounds for Review; or
  - 5.3     to make further enquiries of the parents or the pupil about the information; or
  - 5.4     to refer the information to the Head for his consideration as to whether the decision should be revisited.

A Review meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law. The requirement is without prejudice to the parties' right to refer to the Panel's decision in any subsequent legal proceedings.
- 6     **Attendance:** those present at the Review meeting will normally be:
  - 6.1     members of the Review Panel and an appointed Clerk;

- 6.2 the Head and any relevant member of staff whom the pupil or his / her parents have asked should attend and whom the Head considers should attend in order to secure a fair outcome;
- 6.3 the pupil together with his / her parents and, if they wish, a member of the School staff who is willing to speak on the pupil's behalf. If the complaint concerns the behaviour of the parents, the pupil will not be expected to attend. The parents may be accompanied by a friend or relation. The meeting is not a legal proceeding and so legal representation is not necessary. The Clerk to the Governors must be given seven days' notice if the friend or relation is legally qualified and the parents should note that the Review Panel will wish to speak to the parents directly and this person will not be permitted to act as an advocate or to address the meeting unless invited to do so by the Chair of the Panel.
- 7 **Conduct of meeting:** the meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. As a general rule, the meeting will not be recorded but the Clerk will be asked to keep a minute of the main points which arise at the meeting. All those present will be entitled, should they wish, to take their own notes. The meeting will be directed by the Chair who will conduct it so as to ensure that the parties have a reasonable opportunity of asking questions and making appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chair may at his / her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.
- 8 **Procedure:** The Head will provide the parents with a copy of the current Review procedure if requested. The Panel will consider each of the points raised by the pupil or his / her parents and any documentation they wish to rely on so far as relevant to:
- 8.1 **whether the decision was fair procedurally and / or substantively** - whether the facts of the case were sufficiently proved and an appropriate procedure followed when the decision was taken to Expel or Remove of the pupil. The civil standard of proof, namely, "the balance of probability", will apply and;
- 8.2 **whether the sanction was proportionate** - that is whether it was warranted in respect of the breach of discipline or the other events that are found to have occurred and to the legitimate aims of the School 's policy in that respect.
- The requirements of natural justice will apply. If for any reason the pupil or his / her parents are dissatisfied with any aspect of the meeting they must inform the Chair at the time and ask the Clerk to note their dissatisfaction and the reasons for it.
- 9 **Decision:** when the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, he / she will conclude the meeting and the Panel will consider its decision and recommendations. The Panel's decision and any recommendations will be notified in writing, with reasons, to the Head and the parents by the Chair of the Review Panel or the Chair of Governors within three School days of the meeting. The Head will provide his/her response to those recommendations, if appropriate, in writing within three School days. In the absence of a significant procedural irregularity, the Head's decision will then be final.

#### **Appendix 4    Form for requesting a Review**

To                      The Clerk to the Governors

Subject              [Name of pupil]

I/we request a Review of the Head's decision to expel or require the removal of the above named 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 subject to law and that the Panel's decision 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 we may be accompanied at the Review meeting by a friend or relation and that I/we may ask up to two members of the School staff to attend the meeting and speak on behalf of the pupil if they are willing to do so. If I/we wish to bring a friend or relation who is legally qualified I/we will provide seven days' notice as required.

I/we will inform you at least seven days before the review meeting if I/we have any special 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 Panel to take into account are as set out in a statement attached to 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