



**POLICY STATEMENT ON
EXPULSION OR SUSPENSION OF A PUPIL
Junior School**

Applicable to: Pupils

Information for parents/guardians, staff and governors

Aims:

1. To ensure that a full and fair investigation is carried out upon the notification of a serious complaint involving a pupil of Redmaids' High Junior School.
2. To ascertain whether there is sufficient evidence to warrant the suspension or expulsion of said pupil from the school.
3. To keep informed all relevant parties e.g. parents/guardians, Chair of Governors and, if necessary, the police and the Social Services.

Implementation:

Conducting the enquiry:

- The enquiry will be carried out by the Headteacher or her designated deputy.
- Establish precisely the nature of the complaint and, in extreme circumstances, consider whether the case is likely to attract media attention in order to take appropriate measures in case of adverse publicity.
- Review thoroughly the pupil's personal circumstances i.e. home background and school record.
- The decision to suspend or expel will be made by the Headteacher in consultation with her deputy in the case of a suspension and the Chair of Governors in the case of an expulsion.
- Consider whether outside agencies such as the police and/or Social Services need to be contacted.

Notifying the decision

In a case of a suspension or expulsion of a pupil, a person with parental responsibilities should be present at a meeting in the school. An absent parent (i.e. separated or divorced) should be informed if possible. At the meeting:

- There should be an explanation of the main points alleged, the evidence that exists and the consequences that are being considered.
- The date, start time and end time of the meeting should be noted, together with details of what is discussed in the meeting.

If the decision is to require the pupil to be suspended from the school for a fixed period of time the following points should be explained:

- The existence of an Appeals Procedure.

- The school days on which the parent/guardian is required to ensure that their child is not present in the school or the vicinity of the school during school hours without permission. (For example, to attend an exam)
- The arrangements made by the school for enabling the pupil to continue her education during the period of a suspension, including the setting and marking of work. It is the parent's/guardian's responsibility to ensure that work sent home is completed and returned to school.
- The importance of attending a reintegration interview at the end of the suspension.

If the decision is to require the pupil's expulsion the following consequences should be explained:

- The existence of an Appeals Procedure.
- Whether or not the Headteacher may be able to assist in finding another school where the pupil may make a fresh start.
- The financial consequences of the suspension or expulsion.

The fact of a suspension or expulsion should be notified to the Chair of Governors. No other details of the matter should be notified to the other governors pending an appeal, so as not to prejudice the review. The pupil involved is not allowed back in school once the Headteacher has made the decision to expel or suspend her unless and until the judgement of the Appeal Panel finds in the pupil's favour. The result of the appeal is also recorded on the pupil's personal file.

**L Brown/Sally Dore Reviewed November 2021
Review date September 2022**

Related policies:

**Expulsion or Suspension appeal procedure
Expulsion or Suspension appeal Form
Behaviour and Sanctions
Anti-bullying
Pupil Sanctions Record
Complaints**