



APPEAL PROCEDURE AGAINST THE EXPULSION OR SUSPENSION OF A STUDENT Senior School

Applicable to: Students and parents/guardians

Aims: To allow students and their parents/guardians to request a review of a decision by the school to expel or to suspend her. To ensure the review is conducted fairly.

Important Note:

These guidelines are non-contractual in nature. They have been prepared for the information and guidance of all who may become concerned in an appeal hearing following expulsion or suspension of a student.

Applying for an Appeal

1. Parents/guardians wishing to apply for a review of a decision by the school to expel or suspend must use the Request for an Appeal Form. This form is available on the School website or from the Head on request and must be returned to the Director of Finance and Operations within five working days of receipt of the written notification of the decision in question.
2. Unless there are exceptional circumstances, the appeal hearing will take place within 28 days of the expulsion or suspension, and may be sooner if convenient to all parties.
3. Each member of the Appeal Panel and the parents/guardians will be supplied with a copy of any relevant documents including records concerning the student's conduct.

The Appeal Panel

This will consist of a two-member sub-committee of the Board of Governors, plus a person independent of the management and running of the School. The panel members will have no previous detailed knowledge of the case or of the student, parents or guardian, and will not normally include the Chair of Governors. The selection of the Appeal Panel will be made by the Chair of the Board of Governors.

The Review Hearing

1. This will take place at the School premises

2. Those present at the appeal hearing will normally be:-

- Members of the Appeal Panel
- The Head
- Parents/guardians of the student concerned or those with parental responsibility
- The student
- Clerk to the Governors or his/her deputy

The parents/guardians/student may be accompanied by a friend or relation or by a member of the School staff if desired. The person will attend as a friend, not as a representative. If a friend or relation is to attend the hearing, the Clerk must be notified of his or her name and relationship with the complainant as soon as possible, and no later than two working days in advance of the hearing.

3. The proceedings will be chaired by one member of the Appeal Panel and will be conducted in an informal manner, and all statements made at the hearing will be unsworn. The proceedings will not be tape recorded but the Clerk will be asked to keep a minute of the main points that arise. All present will be entitled, should they wish, to write their own notes. The hearing shall be directed at all times by the Chair of the panel who will conduct the hearing in such a manner as to ensure that all those present have the opportunity of asking questions and making comments.
4. All those attending the hearing are expected to show courtesy, restraint and good manners. The Chair may in his/her discretion adjourn or terminate the hearing. If the hearing is terminated the original decision will stand.
5. The Panel will consider each of the queries raised by the parents/guardians/student so far as these are relevant to:
- Whether the facts of the case, so far as they relate to the student, were sufficiently proved when the decision was taken to expel or suspend her. The standard of proof will be the balance of probability.
 - Whether the sanction was warranted, i.e. proportionate to the breach of discipline or other events that were found to have occurred.
 - Whether any further evidence, subsequent to the Head's initial decision, has been brought to light and which the Appeal Panel should consider.
 - In considering expulsion the Panel shall be entitled to consider the whole history of the student at the School, including any warnings previously given by the Head or other members of the staff, and shall not be restricted to consideration of the particular matter that triggered the Head's decision to expel.

6. The requirements of natural justice will apply.
7. If the Head considers it necessary in the interests of the individual or of the School that the identity of any person should be withheld, the Chair of the Panel may require that the name of that person and the reasons for withholding it be written down and shown to the Appeal Panel. The Chair in his/her discretion may direct that the person be identified.
8. Up to two members of the School staff may be invited to make general comments about the student's character, conduct and achievements at the School if they are willing to do so.
9. When the Chair of the Panel decides that all issues have been sufficiently discussed and if by then there is no consensus he/she may adjourn the hearing.
10. The decision of the Appeal Panel will be final. It will be notified to the parents by the Chair of the Appeal Panel or the Chair of Governors by letter and, in certain circumstances by telephone as well, within three days of the hearing. All correspondence, statements and records relating to an individual complaint are kept by the Head in the School Complaints File. They will be kept confidential except where the Secretary of State or a body conducting an inspection under section 108 or 109 of the 2008 Act requests access to them. The result of the appeal of a suspension or expulsion is also recorded on the student's personal file.

Paul Dwyer/Sally Dore Reviewed November 2020
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