



POLICY STATEMENT ON EXPULSION OR SUSPENSION OF A STUDENT Senior School

Applicable to: Students

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 student of Redmaids' High School.
2. To ascertain whether there is sufficient evidence to warrant the suspension or expulsion of said student 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 Head or 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 student's personal circumstances i.e. home background and school record.
- The decision to suspend or expel will be made by the Head in consultation with the 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 suspension or expulsion of a student, 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 student 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 student 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 re-integration interview at the end of the fixed period of suspension.

If the decision is to require the student's expulsion (permanent removal) from the School the following consequences should be explained:

- The existence of an Appeals Procedure.
- Whether or not the Head may be able to assist in finding another school where the student 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 student involved is not allowed back in school once the Head has made the decision to expel or suspend her unless and until the judgement of the Appeal Panel finds in the student's favour. The result of the appeal is also recorded on the student's personal file.

Related policies:

Expulsion or Suspension appeal procedure

Expulsion or Suspension appeal Form

Behaviour and Sanctions

Anti-Bullying

Complaints Procedure

Rewards and Sanctions – Encouraging good behaviour & work habits Code of Practice

**Paul Dwyer/Sally Dore Reviewed November 2020
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