



Expulsion, Removal & Review Policy

Policy statement

Aims: The aims of this policy are:

- To support the School's behaviour policy.
- To ensure procedural fairness and natural justice.
- To promote co-operation between the School and parents when it is necessary for the School that a pupil has to leave earlier than expected.

Misconduct: The circumstances which may lead to expulsion or removal include:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco.
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying.
- Misconduct of a sexual nature; supply and possession of pornography.
- Possession or use of unauthorised firearms or other weapons.
- Vandalism and computer hacking.
- Persistent attitudes or behaviour which are inconsistent with the School's behaviour policy.
- Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.

Other Circumstances: A pupil may be required to leave if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the pupil, or of the School, that he/she remains at the School.

Investigation procedure

Complaints: Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the Deputy Head (Pastoral) and Head of Year, and its outcome will be reported to the Head. Parents will be informed by the Houseparent as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being expelled or required to leave.

Search: A pupil's space and belongings may be searched in line with our search policy. This policy does not authorise an intimate search or physical compulsion in removing clothing. If necessary, the police would be called.

Interview: A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a further investigation. If the pupil is then interviewed formally about a complaint or rumour, arrangements will be made for him/her to be accompanied by a member of staff.

Suspension: As a result of the investigation a pupil may be suspended from boarding and/or from the School and required to live at home or with his education guardian. The Houseparent will inform the parents or guardians of the decision to suspend the pupil. If expulsion or requirement to leave is a possibility he/she will inform the parents of the Head's intention to consider the matter further.

Proceedings: Following the investigation the Head will consider the complaints and the evidence at a meeting with some or all of: Deputy Head (Pastoral), Head of Year, Houseparents and any other key staff involved in the investigation. He will take into account any further statements made on the pupil's behalf as well as the pupil's disciplinary record. If the Head is satisfied that suspension is the appropriate sanction he will inform the parents and arrange to see them with the pupil on his/her return to School

Expulsion or removal: If the Head decides that the pupil must leave the School, he/she will consult with the parents before deciding on the pupil's leaving status (see below).

Leaving status

Explanation: If a pupil is expelled or required to leave, his/her leaving status will be one of the following: "expelled", "removed" or "withdrawn by parents"

Detail: Points considered as part of the decision on leaving status will include:

- The form of letter which will be written to the parents and the form of announcement in the School [and House] that the pupil has left.
- The form of reference which will be supplied for the pupil.
- The entry which will be made on the school record and the pupil's status as a leaver.
- Arrangements for transfer of any course and project work to the pupil, his/her parents or another school.
- Whether (if relevant) the pupil will be permitted to return to school premises to sit public examinations.
- Whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.
- Whether the pupil will be entitled to leavers' privileges.
- Whether the pupil will be eligible for membership of the Old Millfieldian Society and if so from what date.
- The conditions under which the pupil may re-enter school premises in the future.
- Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

If the parents of the pupil concerned are not able to agree the way forward with the Head they may request a Governors' Review. Details of the Governors' Review process may be obtained from the Headmaster's Secretary.

CPS

Reviewed: July 2014

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Next review: April 2016