



MOORFIELD

SCHOOL

WITHDRAWAL, SUSPENSION AND EXPULSION OF PUPILS POLICY

This policy applies to the whole School (including Early Years Foundation Stage) and is published to parents, pupils and staff.



WITHDRAWAL, SUSPENSION AND EXPULSION OF PUPIL(S) POLICY

This policy should be read in conjunction with the Moorfield Behaviour Policy.

For grave and/or repeated serious misbehaviour, and especially when an offender repeatedly fails to renew co-operation with the School, the Head may make the decision that the pupil should leave the School. Such a decision may also be made when parents are in breach of the School Terms and Conditions or have acted, or where circumstances warrant fail to act, in such a manner that the Head may in his/her sole opinion consider that essential trust and confidence between the School and parent no longer exists.

PROCEDURE FOR SUSPENSION, WITHDRAWAL OR EXCLUSION

If the Head is considering a suspension, withdrawal or exclusion process, they are guided by the following procedure:

1. The Head will inform the Chair of Governors that suspension, withdrawal or exclusion is a prospect.
2. The Head will contact the parents (by telephone or email) and ask them to come to a meeting.
3. The Head will post or email them in advance a complete record of the events as established and stating that it is difficult to avoid the assessment that the offence (or offences) was cause for suspension or exclusion. Before arriving at a conclusion, the Head will want to hear anything said in mitigation.
4. At the meeting the emphasis will be on hearing what the parents have to say before the Head reflects for a further 24 hours before arriving at a decision. A member of the SLT should be present for this meeting, and they will take a record of the proceedings.
5. The Head will consult, if possible, with the Chair of Governors. Anybody so consulted will be ineligible for membership of an appeal/tribunal.
6. Having taken note of any further points made, the Head will write giving their decision.
7. The Head will make clear that before proceeding to an exclusion they will give opportunity for the parents to withdraw the child. This will enable references to be provided for other schools.
8. If the parents do not wish to withdraw, the pupil will be excluded. At this point, and not before, the parents may appeal. They may not appeal a request to withdraw, only a suspension or exclusion. An appeal must be requested within ten working days of the Head's decision to proceed to an exclusion.
9. The parents should make their appeal in writing to the Chair of Governors who may:
 - Delegate the investigation to another Governor;
 - Request a meeting with the parents;

- When they are satisfied that he has all the necessary information, give their decision in writing;
- They will convene a panel of three, including two Governors and one independent person, to hear the appeal. The Chair will not sit on this panel.

SUSPENSION OR EXCLUSION APPEAL HEARING

- The Clerk to the Governors (who at Moorfield is the Bursar) on behalf of the panel, will acknowledge and schedule a meeting to take place as soon as practicable and normally within ten working school days of the receipt of the request for an appeal.
- Any documents which are to be considered by the Appeal Panel will be disclosed to both parties not later than five working days before the hearing.
- Parents may be accompanied to the panel hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- At the hearing the Appeal Panel may consider evidence from any person who was involved in the decision to dismiss the pupil, and any relevant documents pertaining to this decision.
- The Panel will try to resolve the parents' appeal immediately without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out.
- The Panel should meet with the parents and anyone accompanying them (and the pupil if they so desire) alone.
- The Head should not be called in until they have left, when the Panel can meet with the Head, if they wish.
- After due consideration of all the facts they consider relevant, the Panel will withdraw to consider its decision and any recommendation it may wish to make. The Clerk to the Appeal Panel will remain in attendance to record the Panel's decision.
- The Chair of the Panel will write to the parents informing them of the Panel's decision and the reasons for it within five working days of the hearing. The decision of the Panel will be final.
- The Panel's finding, and recommendations if any, will also be sent in writing to the Head and Chair of the Governors.

If the suspension, withdrawal or exclusion of a pupil is the result of a safeguarding concern, parents must not disclose this to other parents or pupils of Moorfield School or parents and pupils of any subsequent school the pupil attends. Confidentiality must be always maintained. Only authorised staff at Moorfield (the Head and DSL) and at subsequent schools, should be aware of the reasons for withdrawal or dismissal.