



## Permanent Exclusion and Required Removal: Review Procedure

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### Rookwood School

April 2024

Date of adoption of this policy	April 24
Date of last review of this policy	November 23
Date for next review of this policy	April 26
Policy owner (SLT)	Head
Policy owner (Proprietor)	Amit Mehta

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## 1 **Aims**

- 1.1 This is the expulsion and removal: review procedure of Rookwood School (**School**).
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to support School rules and policies on behaviour and discipline;
  - 1.2.2 to ensure procedural fairness and natural justice; and
  - 1.2.3 to promote co-operation between the School and Parents when it is necessary for the School to require a pupil to leave earlier than expected.

## 2 **Scope and application**

- 2.1 This policy applies to the whole School, including the Early Years Foundation Stage (**EYFS**).
- 2.2 The policy applies to all pupils at the School but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his / her Parents.

## 3 **Regulatory framework**

- 3.1 This policy has been prepared to meet the School's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014;
  - 3.1.2 Statutory framework for the Early Years Foundation Stage (DfE,December 2023);
  - 3.1.3 Education and Skills Act 2008;
  - 3.1.4 Childcare Act 2006;
  - 3.1.5 Data Protection Act 2018 and General Data Protection Regulation (GDPR); and
  - 3.1.6 Equality Act 2010.
- 3.2 The following School policies, procedures and resource materials are relevant to this policy:
  - 3.2.1 parent contract;
  - 3.2.2 behaviour and discipline policy;
  - 3.2.3 anti-bullying policy;
  - 3.2.4 policy on smoking, alcohol, drugs and substances;
  - 3.2.5 safeguarding and child protection policy and procedures;
  - 3.2.6 Acceptable Use Pupil Agreement
  - 3.2.7 Best Practice for ensuring online safety

## 4 **Publication and availability**

- 4.1 This policy is available in hard copy on request.
- 4.2 A copy of the policy is available for inspection from the school office during the School day.
- 4.3 This policy can be made available in large print or other accessible format if required.

## 5 Definitions

5.1 Where the following words or phrases are used in this policy:

5.1.1 References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening School holidays, the School's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.

5.1.2 References to the **Head** may include deputies.

5.1.3 References to **Parent** or **Parents** includes one or both of the parents, a legal guardian or education guardian.

5.1.4 References to the **Review** and **Review Hearing** are to the review by the Panel of the Head's decision, in accordance with this policy.

5.1.5 References to the **Panel** are to the three-member panel selected by the Chair of the School Advisory Board to hear the Review.

## 6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Head	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Head	As required, and at least annually
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	Head	As required, and at least annually
Formal review	Proprietor	As required, and at least once every two years

## 7 Training

- 7.1 The School ensures that guidance and training is arranged for those who are responsible to hear such an appeal.
- 7.2 The level and frequency of training depends on role of the individual member of staff or member of the Advisory Board.

## 8 Record keeping

- 8.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 8.2 Administration of major punishments are recorded, with the name of the pupil concerned, the reason for the punishment including relevant dates, and the name of the person administering the punishment. This log is reviewed regularly by the Deputy Head (Pastoral) so that patterns in behaviour can be identified and managed appropriately.
- 8.3 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy

## 9 Version control

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## **Appendix 1 Review procedure**

### **1 Review**

- 1.1 A pupil or his / her Parents may request a Review of the Head's decision to permanently exclude or require the removal of a pupil, or where a decision has been made to impose the disciplinary sanction of suspension on a pupil for 11 working days or more or where such suspension would prevent a pupil from taking a public examination.

### **2 How to request a Review**

- 2.1 A request for a Review must be put in writing to the Heads PA using the request form at Appendix 2. The request must be made within five working days of the date of the Head's letter confirming their decision.
- 2.2 Upon receipt of the request, it must be passed as quickly as possible to the Chair of the School Advisory Board within no more than three working days.
- 2.3 The request should include:
- 2.3.1 a copy of all relevant documents and full contact details;
  - 2.3.2 the grounds on which the Parents are asking for a Review and the outcome desired;
  - 2.3.3 a list of the documents which the Parents believe to be in the School's possession and wish the Panel to consider;
  - 2.3.4 any document which relates to the appeal and on which the Parents' grounds for appeal rely; and
  - 2.3.5 whether the Parents propose to be accompanied to the Review Hearing by someone who is legally qualified.
- 2.4 For the avoidance of doubt, a mere disagreement with the decision of the Head will not of itself be grounds sufficient for a Review. It is necessary for Parents to be able to identify why they believe the decision taken by the Head is incorrect and worthy of a review.
- 2.5 If assistance with the request is required, for example because of a disability, this should be indicated in the request form.
- 2.6 The appointed Clerk will acknowledge the request for a Review in writing within three working days of receipt.
- 2.7 Every effort will be made to enable the Review to take place within 15 working days of receipt of the request.

### **3 Planning the Review**

- 3.1 The Chair of the School Advisory Board will be responsible for deciding upon the correct composition of the Appeal Panel and for notifying the members of the Panel of their appointment.
- 3.2 The appointed Clerk will send written notification to each party of the date, time and place of the Review at least ten working days before the date of the Review.

- 3.3 Copies of any documents additional to those specified in the Review form that the Parents wish the Panel to consider should be sent to the appointed Clerk to be received at least seven working days prior to the Review.
- 3.4 On receipt of new information not previously available to the Head before their decision was made, the appointed Clerk should contact the Chair of the School Advisory Board who will decide whether to:
  - 3.4.1 include the new information in the bundle; or
  - 3.4.2 omit the information if not relevant to the grounds for Review; or
  - 3.4.3 make further enquiries of the Parents or the pupil about the information or
  - 3.4.4 if the Chair of the School Advisory Board is content, they may instruct that the new information is added to the bundle of documents to be circulated to all parties with due notice in advance of the Hearing.
- 3.5 The appointed Clerk will circulate a copy of the bundle of documents to be considered by the Review Panel to all parties at least three working days prior to the Review.
- 3.6 The Parents may be accompanied at the Review Hearing, for example by a relative or friend. The Review is an internal proceeding, not legal proceedings, and legal representation is unnecessary.
- 3.7 The Parents are required to notify the appointed Clerk if they wish to be accompanied by someone who is legally qualified in their initial request for a Review. The Parents should note that the Panel will wish to speak to them directly. The legally qualified person will not be permitted to act as an advocate or to address the Review unless invited to do so by the Chair of the Panel.
- 3.8 A person will be appointed to take a minute of the Review Hearing.

#### 4 **Composition of the Panel**

- 4.1 The Panel will comprise at least three individuals who have no detailed prior knowledge of the case or of the pupil or the Parents. The individuals may include members of the School Advisory Board, but will always include at least one person who is entirely independent of the management and governance of the School.
- 4.2 The Parents will be informed of the composition of the Panel and the relevant experience of the Panel members in advance of the Hearing. Fair consideration will be given to any reasonable objection to a particular member of the Panel.
- 4.3 The Panel members will appoint one of themselves to be the Chair of the Panel throughout the proceedings.

#### 5 **Role of the Panel**

- 5.1 The role of the Panel is to consider:
- 5.2 **Whether the decision-making followed a fair process:** whether an appropriate procedure was followed allowing the facts of the case to be sufficiently proved when the decision was taken to expel or remove of the pupil. The civil standard of proof, namely, "the balance of probability", will apply. Observance of the School's relevant policies and rules will be taken into account but may not be determinative.

- 5.3 **Whether the sanction was proportionate:** whether it was warranted in respect of the breach of discipline or the other events that are found to have occurred and to the legitimate aims of the School's policy in that respect.
- 5.4 In addressing the matters above, the Panel will consider the documentation provided by the parties, representations made by the parties and any other factors which the Panel considers to be relevant.
- 5.5 The Panel will determine whether to uphold the Head's decision or refer the decision back to the Head with recommendations so that they may consider the matter further.

## 6 **Review Hearing**

- 6.1 The Review will be conducted in an informal manner observing principles of natural justice.
- 6.2 During the Review, the parties shall have the opportunity to ask questions and make comments in an appropriate manner. The Review is not a legal proceeding and the Panel shall be under no obligation to hear oral evidence from witnesses but may do so and / or may take written statements into account.
- 6.3 All statements made at the Review will be unsworn. The parties will be entitled to write their own notes for reference purposes.
- 6.4 All those present during the Review are expected to show courtesy, restraint and good manners or, after due warning, the Review may be adjourned or terminated at the discretion of the Chair of the Panel. Any person who is dissatisfied with any aspect of the way the Review is being conducted must say so before the proceedings go any further and their comment will be minuted.
- 6.5 The Chair of the Panel may, at their discretion, adjourn the Review if they consider it appropriate to do so. This may include an adjournment for the parties to take legal advice on a specific issue arising.
- 6.6 A Review is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law. The requirement is without prejudice to the parties' right to refer to the Panel's decision in any subsequent legal proceedings.
- 6.7 When the Chair of the Panel is satisfied that sufficient consideration has been given to the documentation provided and any representations made by the parties, they will conclude the Review Hearing.

## 7 **Decision**

- 7.1 The Panel's decision and any recommendations will be notified in writing, with reasons, to the Head and the Parents by the Chair of the Panel within five working days of the Review Hearing.
- 7.2 The Head will provide their response to those recommendations, if appropriate, in writing within three working days.
- 7.3 In the absence of a significant procedural irregularity, the Head's decision will then be final.



**Appendix 2 Form for requesting a Review**

To Heads PA  
(office@rookwoodschool.org)

Subject [• name of pupil]

I / we request a Review of the Head's decision to expel or require the removal of the above named pupil. I/we agree that the Review will be carried out in accordance with the School's expulsion and removal: review procedure and I / we agree to abide by the terms of that policy.

I / we confirm that I / we have parental responsibility for the above named pupil and that I / we have consulted the pupil who wishes the Review to be undertaken.

I / we understand that the Panel will be concerned with the fairness and proportionality of the Head's decision in accordance with the School's existing policies (where applicable and relevant) on educational, pastoral care and administration matters.

I / we understand that we may be accompanied at the Review Hearing by a friend or relation. If I / we wish to bring a friend or relation who is legally qualified I / we set out details of this person below.

I / we will inform the Heads PA if I / we have any special needs or disabilities requiring additional facilities or adjustments.

The grounds upon which I / we seek a Review and the outcome which I / we seek are as set out below.

<b>Grounds for Review</b>	
<b>Desired outcome</b>	
<b>Details of accompanying person if legally qualified</b>	

<p><b>List of all documents which we wish the Panel to consider (please enclose copies if you have them)</b></p>	
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Signed	Signed
Full name	Full name
Relationship to pupil	Relationship to pupil
Date	Date
Address	Address
Telephone number	Telephone number

(Two signatures required where practicable)