

# Exclusion policy

## Version control

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## AIMS

This is the exclusion policy of Cranleigh School and Cranleigh Prep School (the **School**). The aims of this policy are as follows:

- To support the School rules and policies on behaviour and discipline;
- To ensure procedural fairness and natural justice;
- To promote co-operation between the School and Parents when it may be necessary for the School to require a pupil to leave earlier than expected;
- To help to create a culture of safety, equality and protection.

## SCOPE AND APPLICATION

This policy applies to the whole School and 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.

## REGULATORY FRAMEWORK

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- *Boarding schools: national minimum standards* (Department for Education (**DfE**), September 2022);
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- Data Protection Act 2018 and General Data Protection Regulation (GDPR); and
- Equality Act 2010.

The following School policies, procedures and resource materials are relevant to this policy:

- Parent contract;
- Behaviour and discipline policy;
- ICT acceptable use by pupils policy;
- Anti-bullying policy;
- Policy on smoking, alcohol, and misuse of drugs and substances policy;
- Safeguarding and child protection policy and procedures;
- Disability policy;
- School Conventions.

## PUBLICATION AND AVAILABILITY

This policy is published on the School website. A hard copy of the policy is available for inspection from The Head's Office during the School day. This policy can be made available in large print or other accessible format if required.

## DEFINITIONS

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

- References to the **Proprietor** are references to the Governing Body.
- 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.
- References to the **Head** may include deputies or other decision makers.
- A **Parent** in this policy is a person with parental responsibility (or their representative) for the child or the child's main carer.
- Communications or instructions from one of the Parents shall be deemed by the School to be received from both Parents unless there is evidence of a contrary view. [This requirement does not apply to the giving of notice for the cancellation of a place or the withdrawal of the pupil from the School. The persons required to consent or give notice of cancellation or withdrawal are set out in the parent contract.]
- References to a **Review** and/or **Review Hearing** are to the review by the Panel of the Head's decision to exclude or require the removal of a pupil, in accordance with this policy.
- References to a **Panel** are to a three-member panel selected by the Chair or Clerk to the Governors to undertake the Review.

## RESPONSIBILITY STATEMENT AND ALLOCATION OF TASKS

The Proprietor has overall responsibility for all matters which are the subject of this policy. 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	Director of Operations	As required, and at least annually
Monitoring the implementation of the policy	Head (CPS) Deputy Head (CS)	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 (CPS) Deputy Head (CS)	As required, and at least annually
Seeking input from interested groups (such as pupils, staff, Parents) to consider	Head (CPS) Deputy Head (CS)	As required, and at least annually

Task	Allocated to	When / frequency of review
improvements to the School's processes under the policy		
Formal annual review	Proprietor	Annually

## **DECISIONS SUBJECT TO REVIEW**

If the Head has made a decision to expel or remove a pupil, the pupil or his/her Parents may request a Review of the Head's decision to expel or remove him/her.

Or, where the Head has made a decision 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, the pupil or his/her Parents may request a Review of that decision.

The procedure relating to the Review of these decisions is set out at Appendix 1.

## **STAFF TRAINING**

The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them and have the necessary knowledge and skills to carry out their roles. The level and frequency of training depends on the role of the individual member of staff. The School maintains records of all staff training.

## **RECORD KEEPING**

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.

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 Head (CPS) and Deputy Head (CS) so that patterns in behaviour can be identified and managed appropriately.

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. This includes the School's data protection policy and information security policy.

## APPENDIX 1

### SECURE PROCEDURE

#### Review

A pupil or his/her Parents may request a Review of the Head's decision to expel or remove 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.

#### How to request a Review

- A request for a Review should be put in writing to the Clerk to the Governors using the request form at Appendix 2. The request must be made within 5 working days of the date of the Head's letter confirming his/her decision.
- The request should include:
  - a copy of all relevant documents and full contact details;
  - the grounds on which the Review is sought and the outcome desired;
  - a list of the documents which the pupil and/or Parents believe to be in the School's possession and wish the Panel to consider; and
  - whether the pupil and/or Parents propose to attend the Hearing and, if so, to be accompanied.
  - If assistance with the request is required, for example because of a disability, this should be indicated in the request for a Review.
- The Clerk to the Governors will acknowledge the request for a Review in writing within 3 working days of receipt.
- Every effort will be made to enable the Review to take place within 15 working days of receipt of the request.

#### Pupil's status pending a Review

Following a request for a Review, the Pupil will be suspended from School until the review procedure has completed. While suspended, the Pupil shall remain away from School and shall not have the rights to enter School premises or attend School events without written permission from the Head.

#### Planning the Review

- The Clerk to the Governors will be responsible for arranging the Review which will usually involve a Review Hearing at which the Panel will consider relevant documents and hear from the Head, the Parent(s) and the Pupil.
- The Clerk to the Governors will send written notification to each party of the process, date, time and place of the Review Hearing at least 3 working days before the date of the Review.
- Copies of any documents additional to those specified in the request for a Review that the Parents wish the Panel to consider should be sent to the Clerk to the Governors to be received at least 2 working days prior to the Review.
- On receipt of new information not previously available to the Head before his/her decision was made, the Clerk to the Governors should contact the Chair of Governors or the Chair of the Review Panel who will decide whether to:
  - include the new information in the bundle; or
  - omit the information if not relevant to the grounds for Review; or
  - make further enquiries of the Parents or the pupil about the information;

- refer the information to the Head for his/her consideration as to whether the decision should be revisited.
- The Clerk to the Governors will circulate a copy of the bundle of documents to be considered by the Review Panel to the Panel, the Parent(s) and the Head at least 3 working days prior to the Review Hearing.
- The Parents may be accompanied at the Review Hearing, for example by a relative or friend. The Review is an internal procedure, not legal proceedings, and legal representation is unnecessary.
- The Parents are required to notify the Clerk to the Governors if they wish to be accompanied. The Parents should note that the Panel will wish to speak to them directly. Anyone accompanying them will not be permitted to act as an advocate or to address the Review Panel unless invited to do so by the Chair of the Panel.
- A person will be appointed to take a minute of the Review Hearing.

## Composition of the Panel

The Panel will comprise at least 3 individuals who have no detailed prior knowledge of the case and will not include the Chair of Governors. With the exception of the Chair of Governors, Governors not appointed to the Panel will not be provided with information about the case.

The Parents may ask the Clerk to the Governors to inform them who has been appointed to sit on the Panel ahead of the Review Hearing. Fair consideration will be given to any reasonable objection to a particular member of the Panel.

## Role of the Panel

The role of the Panel is to consider:

- **Whether, on the facts, the decision-making relating to the breach of school policy/ies and sanction imposed followed a fair process:** whether an appropriate procedure was followed allowing the facts of the case to be sufficiently proved and a finding of serious misconduct reached when the decision was taken to expel or remove the pupil. The civil standard of proof, namely, "the balance of probability", will apply. Observance of the School's relevant policies and Conventions will be taken into account, but may not be determinative in this respect.
- **Whether the sanction was within the range of reasonable responses:** whether it was within the range of reasonable responses in respect of the breach of discipline or the other events that are found to have occurred and the legitimate aims of the School's policy in that respect.

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 in order to consider whether the sanction was reasonable.

The Panel will determine whether to uphold the Head's decision or refer the decision back to the Head with recommendations so that he/she may consider the matter further.

## Review Hearing

- The Review Hearing will be conducted in an informal but fair and unbiased manner.

- During the Review Hearing, the parties shall have the opportunity to ask questions and make comments in an appropriate manner. The Review Hearing 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.
- All statements made at the Review Hearing will be unsworn. The parties will be entitled to write their own notes for reference purposes.
- All those present during the Review Hearing are expected to show courtesy, restraint and good manners or, after due warning, the Review Hearing 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 Hearing is being conducted must say so before the proceedings go any further and his/her comment will be minuted.
- The Chair of the Panel may, at his/her discretion, adjourn the Review Hearing if he/ she considers it appropriate to do so. This may include an adjournment for additional information to be obtained, or for the parties to take legal advice on a specific issue arising.
- A Review Hearing 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.
- 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, he/she will conclude the Review Hearing.

## **Decision**

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 or the Chair of Governors within 5 working days of the Review Hearing.

if the Head's decision is upheld the decision will be final. If the Head is asked to reconsider his decision, the pupil will remain suspended until this has been done. The Head will provide his/her response to those recommendations, if appropriate, in writing within 3 working days, and in the absence of a significant procedural irregularity, the Head's decision will then be final.

**APPENDIX 2 FORM**  
**TO REQUEST A REVIEW**

To                   The Clerk to the Governing Body  
Subject               \_\_\_\_\_ [name of pupil]

I/we request a Review of the Head's decision to expel, require the removal of or suspend for 11+ working days 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 and any other person with parental responsibility for the pupil.

I/we understand that we may be accompanied at the Review Hearing by a friend or relation.

I/we will inform The Clerk to the Governing Body 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</b>	
<b>List of all documents which we wish the Panel to consider (please enclose copies if you have them)</b>	

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)