

Hulme Hall Grammar School



Exclusions & Appeal Procedure

Report	Exclusions and Appeal Procedure
Approval Body	Education Committee
Date Reviewed	September 2018
Date Approved	September 2018
Review Schedule	Two years
Next Review due	September 2020

This is a whole school policy and also refers to the Early Years' Foundation Stage (EYFS)

Statement on Exclusion

This statement is drafted to provide particulars of the school's policy on exclusion pursuant to the Education (Independent School Standards) (England) Regulations 2003. The statement should be read in conjunction with the school's Behaviour and Discipline Policy.

The statement does not attempt to cover the situations when a temporary (fixed term) or permanent exclusion would be appropriate, since each case is determined entirely on its own merits.

Following a decision to permanently exclude, the Headteacher will provide a 'Request for Commencement of Appeals Review Procedure' form and a copy of the Review Procedure to the Parent of the pupil. The Headteacher will forward her recommendation for permanent exclusion to the Governing Body. The Governing Body must authorise the Headteacher's recommendation before it becomes effective.

There will be no review or appeal against a fixed term (temporary) exclusion.

The Decision to Exclude

The Headteacher can require Parents at any time to remove the pupil, without refund of fees, either temporarily or permanently if, after consultation, she reasonably believes that the conduct or progress of the pupil has been unsatisfactory, or that the pupil is unable or unwilling to profit from the opportunities at the school, or a parent has treated the school or members of its staff unreasonably and in any such case where exclusion is considered to be justified.

The Headteacher can exclude a pupil at any time, either temporarily or permanently, if she reasonably believes that the pupil has behaved in a manner (whether in or out of term time or on or off school premises) which is a serious breach of the School Rules or damages the School's reputation. The Headteacher can also exclude a pupil pending any investigation into a breach of discipline. Such action will only be taken in serious circumstances.

There will be no refund of fees following either a temporary or permanent exclusion. In the event of a permanent exclusion, all outstanding sums (including fees) must be paid within 28 days of the date when the pupil's exclusion becomes effective.

Non Payment of School Fees

The non-payment of school fees can result in the exclusion, either temporarily or permanently, of a pupil from the school.

Such matters are the responsibility of the school's Bursar.

In situations where parents may be facing hardship, the Bursar will make every effort to negotiate a mutually acceptable financial arrangement (in consultation with the Governing Body) that secures the child's future in the school.

If the terms of any such arrangement are persistently broken by the Parent, the Bursar will inform the Governing Body who, may, after full consideration of the situation, make the decision to exclude the pupil permanently from the school.

Review Procedure

General

This procedure is intended to apply where a decision has been made by the Headteacher for the permanent exclusion of a pupil from the school. At this time, the Headteacher will provide a 'Request for Commencement of Appeals Review Procedure' form and a copy of this procedure to the Parent of the pupil. Only a Parent may request a review of the Headteacher's decision.

[A Parent is defined as a person who has parental responsibility for the pupil and/or has agreed to pay fees for the pupil either solely, jointly or severally].

Initiation of the Procedure

Where the parent of a pupil subject to a decision for permanent exclusion wishes that decision to be reviewed, the Parent should complete a 'Request for Commencement of Appeals Review Procedure' form and send it to the Chairman of Governors requesting a review. The completed form must be sent to the school and marked for the attention of the Chairman of Governors and **must be received within 7 days of the decision to exclude being notified to the Parent**. Any request received after this period will not be accepted.

The request for a review must set out the matters the Parent would like to be reviewed, together with any documents that the Parent wishes the Review Panel to consider.

During the period from exclusion to the date of conclusion of the review procedure, the pupil will remain excluded and will be forbidden from entering school premises without the prior permission of the Headteacher.

The Hearing

- The Chairman of Governors will call a meeting of the Review Panel to take place **within 7 days of receipt of the request for a review or as soon thereafter as reasonably practicable**.
- The Review Panel should consist of not fewer than 3 Governors and shall **not** include the Chairman of Governors.
- The parent will be notified of the date, time and venue of the meeting **on not less than 2 days notice**.
- The Parent may make written submissions to be considered at the hearing and/or may attend the hearing in person.
- The Headteacher may make written submissions to be considered at the hearing and/or may attend in person.
- The Clerk to the Governors will prepare and send to the Parent and Headteacher **not less than 2 days before the hearing**, any relevant documentation to be used at the hearing, consisting of, where appropriate, witness statements, written submissions and any other relevant documentation. The

Panel Chairman may allow any documents not included in the original bundle to be adduced at the hearing at his/her discretion.

- The Parent and the Headteacher may be represented at the hearing if they wish, but this does **not** extend to legally qualified representatives.

The procedure followed at the hearing will be at the Panel Chairman's discretion, but shall normally be as follows. It is stressed that the aim is to make the hearing as informal as possible:

- The Headteacher will present her case with any supporting witnesses
- The Parent may ask questions of the Headteacher and/or her witnesses
- The Parent will present their case with any supporting witnesses
- The Headteacher may ask questions of the Parent and/or their witnesses
- The Headteacher will sum up her case for permanent exclusion
- The parent will sum up his/her case for a review of the Headteacher's decision
- At any time, a member or members of the Panel may ask questions of the Headteacher or Parent
- The Review Panel shall adjourn the hearing to consider their decision.

The Decision

The decision of the panel shall be that of the majority. The Chairman of the Panel shall have a casting vote if the decision is split equally.

Where the Panel upholds the Headteacher's recommendation, it shall confirm the decision to permanently exclude the pupil.

Where the Panel considers that:

- the Headteacher did not have before him all the relevant evidence
- the Headteacher may not have given sufficient weight to any particular evidence or argument
- not all relevant arguments or submissions were put before the Headteacher
- the procedures were unfair

The Review Panel may require the Headteacher to reconsider his recommendation in the light of the findings of the panel.

Following the Hearing

The Panel Chairman shall within 2 days of the hearing or as soon as reasonably practicable thereafter, notify the Parent in writing that the Panel:

- has confirmed the Headteacher's decision to permanently exclude the pupil, or
- has requested the Headteacher to reconsider his/her decision.

The Panel Chairman shall within 2 days of the hearing or as soon as reasonably practicable thereafter, notify the Headteacher in writing that the Panel:

- has confirmed her decision, or

- requires the Headteacher to reconsider her decision. The Panel Chairman shall set out in writing what evidence, submissions or arguments the Headteacher should additionally take into account.

Where the Review is Upheld

Where the Headteacher is required by the Review Panel to reconsider her decision, she shall, **within 3 days of receiving notification, write to the Parent and the Panel Chairman**, to confirm her decision to reconsider.

For the avoidance of doubt during this period, the pupil shall continue to remain excluded from the school.

The Headteacher's letter will state the date on which the pupil will be re-admitted to the school.

The Headteacher's letter will acknowledge the evidence, submissions or arguments presented by the Panel and, upon which, he reconsidered his decision.

The Headteacher's letter will also contain clear guidance for future expectations ie of behaviour or attitude to work and so forth.

The **final decision**, to exclude or re-instate, shall not be the subject of any further review.



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