Expulsion, Removal and Review Policy

Name	Expulsion, Removal and Review
Regulatory or legal requirement addressed by policy	
Policies referred to	Behaviour Policy
Approved by	Board of Governors 3 September 2026
Policy owned by	Head
Date Effective From	September 2025
Date of next review	August 2027
Published on website	Yes

This Policy will be reviewed and updated annually or more frequently when there are changes in legislation and/or government guidance.

LONDON PARK SCHOOLS CLAPHAM MAYFAIR SIXTH HYBRID | Dukes EDUCATION

Contents

Expulsion, Removal and Review Policy 1

Introduction 3

Policy statement 3

Procedure 4

Delayed effect: 8

Leaving status 8

Introduction

1.1. **Scope:** This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a student may be expelled from the London Park School Mayfair, Sixth and Hybrid (the School), or required to leave permanently for misconduct or other reasons. The policy applies to all students at the School but does not cover cases when a student has to leave because of ill-health, non-payment of fees, or withdrawal by his / her parents.

1.2. **Interpretation:** The definitions in this clause apply in this policy.
Head – refers to the Head of the Senior School
Principal – refers to the Principal of London Park Schools
Parent - includes one or both parents, a legal guardian or education guardian
Expulsion - means the dismissal of a student from the School following serious misconduct formally recorded
Requirement to leave - means that the permanent removal of a student is required by the Head but without the stigma of expulsion

1.3 Head's Discretion: At the Head's discretion a pupil may be temporarily or permanently excluded from School.

Policy statement

2.1. **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 student should leave earlier than expected

2.2. **Misconduct:** The main categories of misconduct which may result in expulsion or a requirement to leave are outlined in the school's Behaviour Policy
- bullying of any kind including, child-on-child abuse or cyberbullying
- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco
- theft, blackmail, physical violence, intimidation, racism
- misconduct of a sexual nature
- supply or possession of pornography
- possession or use of unauthorised firearms or other weapons
- vandalism or computer hacking
- persistent attitudes or behaviour which are inconsistent with the School's ethos
- other serious misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes) on or off school premises or via the use of digital technologies such as Internet sites.

A student may also be expelled or removed for:

- failure to respond to intervention strategies and/or sanctions imposed by the school to help change behaviour or support that student academically or pastorally
- At the Head's discretion a pupil may be temporarily or permanently excluded from School
- repeated (more than one) instance of suspension for behavioural incident
- cumulative low-level behavioural instances of poor behaviour that demonstrate the student is unwilling to meet the expectations of London Park School Mayfair

2.3. **Other circumstances:** A student may be required to leave if, after all appropriate consultation the Head is satisfied that it is not in the best interests of the student, or of the school, that they remain at the school.

2.4. **Equality**

The School will make reasonable adjustments for managing behaviour which is related to a student's special educational need or disability. However, a special educational need or disability cannot be used to excuse inappropriate behaviour. Where expulsion needs to be considered, the School will ensure that a student with a disability or special educational need and / or his / her parents are able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the student will also be considered.

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

Procedure

3.1. The procedure by which a student may be expelled or removed from the school will vary depending on the circumstances:

3.1.2. **Investigation procedure** - In the case of an act of misconduct (see non-exhaustive list above), the procedure will begin with an investigation procedure. An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures. Further details of the process to be followed at this stage are set out in **Appendix 1.**

3.1.3. **Disciplinary meeting -** Following the investigation process, there will be a disciplinary meeting with the Head **(**further details of the disciplinary meeting are set out in **Appendix 2).** In cases where the expulsion/removal is considered as a result of cumulative behavioural or pastoral sanctions or interventions, the disciplinary meeting may be the first stage of this process.

3.1.4. **Review meeting –** a review meeting can be requested and further details of this are set out in **Appendix 3.**

Appendix 1 - Investigation process

1. **Complaints**
    - Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by a member of the Senior Leadership Team
    - The Senior Leadership Team member will report the outcome to the Head, or the Principal in his absence
    - Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the student being expelled or removed from the School
    - This policy allows for investigation to be made by the Head and vice versa
2. **Suspension**
    - A student may be suspended from the School while a complaint is being investigated or while an investigation is suspended (see paragraph 6 below)
    - Should a suspension continue for a period of more than five school days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the student
    - Parents or guardians should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set
    - Alternatively, the student may be placed under a segregated regime on School premises
3. **Search**
    - We may decide to search a student's space (such as their locker) and belongings and ask him / her to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so
    - Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy
    - This policy does not authorise an intimate search or physical compulsion in removing clothing. Only outer clothing will be searched
    - If necessary, the police would be called. See also Appendix 3 of the School's Behaviour Policy for the School's policy on searching and confiscation
    - Students may refuse to have outer clothing searched, however investigating staff will be entitled to draw conclusions based this refusal. Lockers are the property of the school and may be searched at any time without permission of the student or parents
4. **Interview:**
    - As part of the investigation, the student may be interviewed by the investigating member of staff.
    - During this interview, a second member of staff may be present to observe and/or take notes
5. **Suspension of an investigation:**

- It may be necessary to suspend an investigation, for example where external agencies such as the police or social services are involved and have advised that this is necessary
- A decision to suspend an investigation will consider advice from an appropriate external agency and will be subject to periodic review.

Appendix 2 - Disciplinary meeting with the Head

1. **Preparation:**
   Documents available at the disciplinary meeting before the Head will include:

   - a statement setting out the points of complaint against the student
   - written statements and notes of the evidence supporting the complaint, and any relevant correspondence
   - the SLT member's investigation report
   - the student's school file and (if separate) conduct record and any Safeguarding information
   - the relevant School policies and procedures

2. **Attendance:**
   - Parents/ Guardians will be asked to attend the disciplinary meeting with the Head at which the investigating SLT member, or Head if deemed more appropriate, will explain the key points of the investigation.
   - The student and his / her parents will have an opportunity to state their side of the case if
   - Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of students will be preserved
   - If the parents or the student have any special needs or disability which call for additional facilities or adjustments those requirements should be made known to the school so that appropriate arrangements can be made where possible
   - If a parent is unable to attend, the school will make reasonable alternative arrangements to ensure the parent can be involved

3. **Proceedings:** There are potentially the following stages of a disciplinary meeting:

   The complaints:
   - The Head will consider the complaint/s and the evidence, including statements made by and/or on behalf of the student
   - Unless the Head considers that further investigation is needed, he / she will decide whether the complaint has been sufficiently proved
   - The standard of proof shall be the civil standard, i.e. the balance of probabilities

   Review of previous sanctions and interventions:
   - Where the meeting is called in response to a student's failure to respond to previous sanction or intervention, the meeting will begin with a review of these instances and the school's response at each stage

   The sanction:
   - If the complaint has been proved the Head will outline the range of disciplinary sanctions which he / she considers are open to him / her
   - He / She will consider any further statement which the student and/or others present on his/her behalf wish to make

- The student's disciplinary record will be considered
- Then, or at some later time, normally within 24 hours, the Head will give his / her decision, with reasons
- If the Head decides that the student must leave the School, he / she will consult with a parent before deciding on the student's leaving status (see below).

Delayed effect:

A decision to expel or remove a student shall take effect seven days after the decision was first communicated to a parent. Until then, the student shall remain suspended and away from School premises. If within seven days the parents have made a written application for a Review of the decision, the student shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision made. Work will be provided to the student where possible but the school holds the right to remove access to some or all school apps and accounts where deemed appropriate.

4. **Leaving status**

If a student is expelled or removed, his / her leaving status will be one of the following:

- Expelled
- Removed or, if the offer is made and accepted,
- Withdrawn by Parent(s)

Detail: Additional points of leaving status include:

- the form of letter which will be written to the parents and the form of announcement in the School
- the form of reference which will be supplied for the student
- the entry which will be made on the School record and the student's status as a leaver
- arrangements for transfer of any course and project work to the student, his / her parents or another school
- whether (if relevant) the student will be permitted to return to School premises to sit public examinations
- whether (if relevant) the School can help in finding an alternative placement for the student
- whether the student will be entitled to leavers' privileges
- the conditions under which the student 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; refunded of prepaid fees.

Appendix 3 - Governor's Review

1. **Request for review:** A student or his / her parents may request a Review of the Head's decision to expel or remove a student. The application must be made in writing using the Request Form at **Appendix 4** and be received by Raechael Friends, Safeguarding Governor, within seven days of the Head's decision being notified to the parents, or longer by agreement. If the parents or the student have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the school so that appropriate arrangements can be made.

2. **Grounds for review:** In their application the parents must state the grounds on which they are asking for a Review and the outcome which they seek. For the avoidance of doubt, a mere disagreement with the decision of the Head will not of itself be sufficient grounds for a Review.

3. **Review Panel:** The Review will be undertaken by a three-member panel selected by the governors of the school. The panel members will have no detailed previous knowledge of the case or of the student or parents and it will not normally include the chair of governors. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel.

4. **Role of the Panel:** The role of the Panel is to consider the documentation provided by the parties and representations made and to decide whether to uphold the Head's decision or refer the decision back to him / her with recommendations so that he / she may consider the matter further.

5. **Review meeting:** The meeting will take place at the School premises, normally within ten school days after the parents' application has been received. A Review will not normally take place during school holidays. The parents and the Head will be asked to submit any documents they wish to refer to at the meeting to Mark Bailey, Safeguarding Governor, and a single bundle will be circulated to the Panel and the parties at least three days before the meeting. On receipt of new information not previously available to the Head before his decision was made, the panel chair will decide whether:

    - to include the new information in the bundle; or
    - to omit the information if not relevant to the grounds for Review; or
    - to make further enquiries of the parents or the student about the information; or
    - to refer the information to the Head for his / her consideration as to whether the decision should be revisited.

    A Review meeting 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. **Attendance:** Those present at the Review meeting will normally be:
    - members of the Review Panel and an appointed Clerk

- the Head and any relevant member of staff whom the student or his / her parents have asked should attend and whom the Head considers should attend in order to secure a fair outcome
- the student together with his / her parents and, if they wish, a member of the School staff who is willing to speak on the student's behalf. The parents may be accompanied by a friend or relation. The meeting is not a legal proceeding and so legal representation is not required. The panel must be given seven days' notice if the friend or relation is legally qualified and the parents should note that the Review Panel will wish to speak to them directly and this person will not be permitted to act as an advocate.

7. **Conduct of meeting:** The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. The meeting will not be recorded but the Clerk will be asked to keep a hand-written minute of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the Chair who will conduct it to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chair may at his / her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

8. **Procedure:** The Head will provide the parents with a copy of the current Review procedure if requested. The Panel will consider each of the points raised by the student or his / her parents and any documentation they wish to rely on so far as relevant to:

- **whether the decision was fair procedurally and / or substantively** - whether the facts of the case were sufficiently proved when the decision was taken to expel or require the removal of the student. The civil standard of proof, namely, "the balance of probability", will apply and

- **whether the sanction was proportionate** - that is whether it was warranted in respect of the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the School 's policy in that respect.

The requirements of natural justice will apply. If for any reason the student or his / her parents are dissatisfied with any aspect of the meeting they must inform the Chair at the time and ask the Clerk to note their dissatisfaction and the reasons for it.

9. **Decision:** When the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, he / she may adjourn the meeting; alternatively, the Chair may ask those present to withdraw while the Panel considers its recommendations. 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 Review Panel within three days of the meeting. The Head will provide his / her response to those recommendations, if appropriate, in writing within 24 hours. In the absence of a significant procedural irregularity, the Head's decision will then be final.

Appendix 4 - Form for requesting a Review

To: Suzie Longstaff, Managing Director at Dukes Education and Governor responsible for Safeguarding
Subject: [Name of student]

I/we request a Review of the Head's decision to expel or require the removal of the above-named student. I/we agree that the Review will be carried out in accordance with the Review Procedure supplied to us with this form and I/we agree to abide by the terms of that Procedure and in particular that the proceedings are and will remain confidential subject to law and that the Head's decision following consideration of the recommendations made by the Panel will be final, subject to such legal rights (if any) as may exist.

I/we confirm that I/we have parental responsibility for the above named student and that I/we have consulted the student 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 meeting by a friend or relation and that I/we may ask up to two members of the School staff to attend the meeting and speak on behalf of the student if they are willing to do so. If I/we wish to bring a friend or relation who is legally qualified I/we will provide seven days' notice as required.
I/we will inform the school 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 matters which I/we wish to discuss at the Review and to ask the Panel to take into account are as set out in a statement attached to this sheet.

(Two signatures required where practicable)

Signed	Signed
Full name	Full name
Relationship to student	Relationship to student
Date	Date
Address	Address
Telephone number	Telephone number