



Permanent Exclusion, Removal and Review Policy and Procedures

Policy date:	September 2025
Date of next review:	September 2026
Owner:	Master
Leadership Team:	Senior Leadership Team
Intended audience:	Parents and staff
Location:	School Portal, Governor Portal and website

1 Aims

- 1.1 This document sets out the Permanent Exclusion, Removal and Review Policy and Procedures of Haileybury College (the **School**). The Appendices to this Policy contain the School's Disciplinary and Review Procedures, and the form to be used when requesting a Review.
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to support the School rules and policies on behaviour and discipline which are set out in the following documents:
 - (a) the Parent and Pupil Handbook; and
 - (b) the School's codes of conduct, policies and procedures as published on the School website and the School Portal, and as updated from time to time;
 - 1.2.2 to ensure procedural fairness and natural justice;
 - 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;
 - 1.2.4 to help to promote a whole school culture of openness, safety, equality and protection and;
 - 1.2.5 To meet the School's legal and regulatory responsibilities.
- 1.3 This policy forms part of the School's whole school approach to promoting child safeguarding and well-being, which seeks to involve everyone at the School to ensure that the best interests of pupils underpins, and is at the heart of all decisions, systems, processes and policies.
- 1.4 Although this policy is necessarily detailed, it is important to the School that our policies and procedures are transparent, clear and easy to understand for staff, pupils, parents and carers. The School welcomes feedback on how we can continue to improve our policies.

2 Scope and application

- 2.1 This policy applies to the whole School and to all pupils at the School.
- 2.2 The following School policies, procedures and resource materials are relevant to this policy:
 - 2.2.1 Haileybury Terms and Conditions;
 - 2.2.2 Rewards, behaviour and discipline policy;
 - 2.2.3 ICT acceptable use policy;
 - 2.2.4 Counter-bullying policy;
 - 2.2.5 Alcohol, smoking and vaping policy;
 - 2.2.6 Safeguarding and child protection policy and procedures; and
 - 2.2.7 Expected behaviour as set out in the Pupil Portal and 'Information for parents' booklet (available on the Portal).

3 Publication and availability

- 3.1 This policy is published on the School website.
- 3.2 This policy is available in electronic or hard copy on request from the Clerk to Governors on clerktogovernors@haileybury.com.
- 3.3 This policy can be made available in large print or other accessible format if required.

4 Definitions

- 4.1 Where the following words or phrases are used in this policy:
 - 4.1.1 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.
 - 4.1.2 References to the **Master** may include deputies.
 - 4.1.3 References to **Parent** or **Parents** includes one or both of the parents, or those with parental responsibility, or care of a child e.g. a legal guardian or education guardian.
 - 4.1.4 References to a **Review** and / or **Review Hearing** are to the review by a Panel of the Master's decision to permanently exclude or require the removal of a pupil, in accordance with this policy.
 - 4.1.5 References to a **Panel** are to a three-member panel selected by the Chair of Governors to undertake the Review.
 - 4.1.6 **Permanent exclusion:** A pupil may be permanently excluded from the School if it is proved on the balance of probabilities that they have committed a serious breach of school discipline or a criminal offence, or following written warnings to parents by the Master that further offences may result in permanent exclusion.
 - 4.1.7 **Removal:** parents may be required to remove a pupil from the School if, after consultation with one or more of the parents and if appropriate, the Master is of the opinion that:
 - (a) the pupil has committed a breach or breaches of school rules or discipline for which removal is the appropriate sanction; or
 - (b) by reason of the pupil's conduct, behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or
 - (c) the parent(s) have treated the School or members of the School community unreasonably.

Subject to payment of all outstanding fees, which remain payable, the pupil will be given reasonable assistance in making a fresh start at another school.

- 4.1.8 **Exclusion:** A pupil may be excluded as a neutral act while a complaint is investigated and for up to a further ten school days as a disciplinary sanction in its own right. A third smoking/vaping, drinking or 'out of bounds' offence automatically results in a suspension, as does smoking inside a building, or bringing into school or possessing a bladed article or weapon. Any offences

may be escalated as necessary by the Master according to the seriousness of the offence. Engaging in sexual activity may lead to a suspension or permanent exclusion at the Master's discretion.

- 4.1.9 **Internal exclusion:** This is issued for the same reasons as above but when the incident occurs towards the end of the term or circumstances dictate that the pupil needs to remain in school. The length of time of the internal suspension will be at the Master's discretion. All pupils on an internal suspension will have a report card signed every hour, on the hour.

5 Staff Training

- 5.1 The level and frequency of training depends on the role of the individual member of staff.
- 5.2 The School maintains written records of all staff training.

6 Record keeping

- 6.1 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.
- 6.2 The records created in accordance with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published on its website privacy notices which explain how the School will use personal data.

Version history

Date	Reviewed by	Notes
August 2025	Clerk to Governors	Policy drafted utilising a new template, with advice and input from Catrin Mills, Solicitor at Birketts
August 2025	SLT	Reviewed and approved
September 2025	Executive Leadership Team	Reviewed and approved

Appendix 1 Disciplinary procedure

1 Introduction

- 1.1 Most disciplinary and behavioural matters will be dealt with under the School's Rewards, Behaviour and Sanctions Policy, which is on the School's website. That policy sets out the standard of behaviour expected of pupils. It explains the rewards available to pupils for good behaviour, and it sets out the sanctions which may be imposed if behaviour is not to the expected standard. A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of school and, where applicable, online, is set out in the School's Rewards, Behaviour and Sanctions policy.
- 1.2 However, when alleged behaviour is serious, i.e. it could potentially result in permanent exclusion, this Permanent Exclusion, Removal and Review Policy will apply. Such cases will normally be dealt with by the Master and this policy sets out the procedure that should be followed. Whether or not an alleged offence is sufficiently serious to trigger this procedure is entirely at the Master's discretion.

2. Investigation

- 2.1 The purpose of an investigation is to report a fair and balanced view of the facts relating to any disciplinary allegations. A pupil against whom allegations have been made will normally be informed of the allegations at an appropriate point in the investigation process, unless providing this information would prevent a fair investigation.
- 2.2 The extent of the investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from pupils or reviewing relevant documents. The Master will appoint a member of staff to carry out the investigation. This will usually be the Assistant Head (Pupil Progress and Behaviour) (who is responsible for behavioural matters at Haileybury) or the Deputy Master.
- 2.3 Pupils must co-operate fully and promptly in any investigation. This will include informing the investigating staff member of the names of any relevant witnesses and attending investigative interviews if required. A pupil will normally be accompanied at any interview by their Housemaster/Housemistress (HM), Tutor or Matron. The pupil's parents will be informed as soon as reasonably practicable and the process to be followed will be explained to them.
- 2.4 The investigating staff member's role is to investigate and report on the facts. Once the investigation is concluded, the investigating staff member will then submit a report to the Master in writing setting out their findings. The Master will not be involved in the investigation and no decision will be taken by the Master until a disciplinary meeting with the pupil and their parents has been held.
- 2.5 The Master has the discretion to exclude from school a pupil against whom allegations of serious misbehaviour have been made, while a disciplinary procedure is undertaken. Such exclusion will be for as short a period as possible and is not a disciplinary sanction. This is a neutral act and it does not imply that any decision has been made. It is purely for the purpose of carrying out a proper investigation and for ensuring a fair disciplinary procedure can take place.

- 2.6 During the process, the pupil's HM will keep the pupil and their parents informed, as appropriate. The HM will be available to support the pupil through the process.
- 2.7 The School will provide appropriate pastoral support to all pupils affected by a serious disciplinary issue, including the pupil who is subject to this disciplinary process. Support will be available from the School Counsellors, the School GPs, the Chaplain, and the Deputy Head (Pastoral), amongst others. Where appropriate, external support and advice will be signposted. An example of where this may be appropriate is where a disciplinary issue arises from misuse of drugs or alcohol.

3. After the investigation

- 3.1 If, once the investigation is complete and the Master has received the investigation report, he considers that there is no case to answer, no further steps will be necessary. The Master will confirm this to the parents in writing.
- 3.2 If, however, the Master considers that there is a case to answer, a disciplinary meeting will be arranged as soon as reasonably practicable. The Master will inform the parents of the date, time and place of the disciplinary meeting and will provide them with a copy of the investigation findings. Pupils and parents will be given reasonable notice of any meeting.
- 3.3 If pupils or their parents wish to produce their own evidence, including documents or witness statements, they should provide copies to the Master as soon as possible before the hearing.
- 3.4 If a pupil or their parent cannot attend the meeting, they should inform the School immediately and an alternative time will be arranged. A meeting will not normally be rearranged more than once. Parties must make every effort to attend the meeting, and failure to attend without good reason may result in a decision being taken in a party's absence based on the available evidence.

4. The disciplinary meeting

- 4.1 The disciplinary meeting will be conducted by the Master. A member of staff will be present to take notes. Parents may be present to accompany the pupil if they wish. The investigating staff member may be asked by the Master to attend the meeting to answer any questions relating to the investigation. Other pupils who have provided evidence in the investigation will not usually be required to attend the disciplinary meeting.
- 4.2 The disciplinary meeting is not a legal process. The role of the Master is to establish the facts in order to determine what disciplinary sanction, if any, is appropriate. The parties will not therefore be permitted to bring legal representatives to the meeting. At the start of the meeting, the Master will explain to the parties that his role is to try to establish an accurate picture of what took place so that he can decide what sanction, if any, is appropriate in the case.
- 4.3 The pupil and/or their parent(s) will have the opportunity to respond to the allegation(s) and investigation findings.
- 4.4 Parents for whom English is not their first language may be permitted to bring an interpreter. In such cases, permission should be requested from the Master in advance.

- 4.5 The Master may adjourn the disciplinary meeting if he considers there is a need to carry out any further investigations such as re-interviewing witnesses in the light of any new information raised.
- 4.6 When the Master is satisfied that he has sufficient information, he will conclude the meeting and consider the matter further before making his decision. The Master will inform the parents of his decision in writing as soon as is reasonably practicable after the meeting.
- 4.7 The Master will confirm:
- a. the Master's decision in relation to the allegations;
 - b. the sanction to be applied and when it takes effect;
 - c. the reasons for the decision; and
 - d. in the case of permanent exclusion or removal, the right of the pupil or their parents to request a review of the decision, in accordance with Appendix 2 below.
- 4.8 It is for the Master to determine whether a breach of discipline is serious or not and which sanctions will apply, including the imposition of the sanctions outlined in paragraph 5 of this policy. In making this determination, the School will act in a reasonable manner, including consideration of the context and whether unsatisfactory behaviour has continued despite previous sanctions. A serious 'one-off incident' may justify exclusion even where a pupil has not been previously disciplined.

Appendix 2 Review procedure

1 How to request a Review

- 1.1 A request for a Review should be put in writing to the Clerk to Governors at clerktogovernors@haileybury.com using the request form at Appendix 3. The request must be made within 5 working days of the date of the Master's letter confirming his decision.
- 1.2 The request should include:
 - 1.2.1 a copy of all relevant documents and full contact details;
 - 1.2.2 the grounds on which the Parents are asking for a Review and the outcome desired;
 - 1.2.3 a list of the documents which the Parents believe to be in the School's possession and wish the Panel to consider; and
 - 1.2.4 whether the Parents propose to attend the Hearing, and, if so, to be accompanied.
- 1.3 If assistance with the request is required, for example because of a disability, this should be indicated in the request for a Review.
- 1.4 The Clerk to the Governors will acknowledge the request for a Review in writing within 5 working days of receipt.
- 1.5 Every effort will be made to enable the Review to take place within 15 working days of receipt of the request.

2 Pupil's status pending a Review

- 2.1 Following a request for a Review, the Pupil will be excluded from School until the review procedure has completed.
- 2.2 While excluded 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 Master.
- 2.3 The School will provide pastoral support to the pupil while they are suspended.

3 Planning the Review

- 3.1 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 Master, the Parent(s) and the Pupil.
- 3.2 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 5 working days before the date of the Review.
- 3.3 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 7 working days prior to the Review.

- 3.4 On receipt of new information not previously available to the Master before their decision was made, the Clerk to the Governors should contact the Chair of the Review Panel 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 refer the information to the Master for their consideration as to whether the decision should be revisited.
- 3.5 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 Master at least 3 working days prior to the Review Hearing.
- 3.6 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 the parties will not be permitted to bring legal representation.
- 3.7 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.
- 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 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 detailed information about the case.
- 4.2 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.

5 **Role of the Panel**

- 5.1 The role of the Panel is to consider:
- 5.2 **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 when the decision was taken to expel or require the removal 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 in this respect.
- 5.3 **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.
- 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 in order to consider whether the sanction was reasonable.

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

6 Review Hearing

- 6.1 The Review Hearing will be conducted in a fair and unbiased manner.
- 6.2 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.
- 6.3 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.
- 6.4 The Chair of the Panel may, at their discretion, adjourn the Review Hearing if they consider 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.
- 6.5 A Review Hearing is a private procedure and all those who are concerned in it are required to keep its proceedings confidential. The requirement is without prejudice to the parties' right to refer to the Panel's decision in any subsequent legal proceedings.
- 6.6 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 Master and the Parents by the Chair of the Panel within 3 working days of the Review Hearing.
- 7.2 The Master will provide their response to those recommendations, if appropriate, in writing within 3 working days.
- 7.3 In the absence of a significant procedural irregularity, the Master's decision will then be final.
- 7.4 If the Master's decision is upheld then the decision will be final.

Appendix 3 Form for requesting a Review

To The Clerk to Governors

Subject [name of pupil]

I / we request a Review of the Master'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 Permanent Exclusion, Removal and Review Policy and Procedures 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 Governors 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.

Grounds for Review	
Desired outcome	
Details of accompanying person	
List of all documents which we wish the Panel to consider (please enclose copies if you have them)	

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)