



ST MARGARET'S PREP  
CALNE

**Out of School Suspension & Expulsion Policy**

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# ST MARGARET'S PREP

## CALNE

### **Out of School Suspension & Expulsion Policy**

**'The best interests of the child must be a top priority in all decisions that affect children'**

This document is a statement of the aims, principles and strategies for Out of School Suspension & Expulsion at St Margaret's Preparatory School. It was developed through a process of consultation and should be read in conjunction with the Code of Conduct for Staff, the Child Protection & Safeguarding, Behaviour & Discipline, Anti-Bullying, e-Safety and Equal Opportunities Policies, as well as documentation relating to Keeping Children Safe in Education 2024.

#### **Out of School Suspension:**

1. No pupil shall be suspended other than in circumstances in which such a course of action is in the interests of either the school or the pupil or both.
2. Only the Head of St Mary's & St Margaret's, Head of Prep School, or in their absence, the Deputy Head, shall have authority to order suspension.
3. The Chairman of Governors, or in his absence another senior Governor, shall immediately be informed of a suspension and the reasons for it.
4. A suspension may be for a defined period or it may be undefined in accordance with paragraph 6 below.
5. The parent(s) and/or guardian of the suspended pupil shall immediately be informed of the circumstances and shall be requested to meet the Head of Prep School, or in his absence the Head of St Mary's & St Margaret's or the Deputy Head.
6. In the case of a suspension for an indefinite period, the Head of Prep School, in consultation with the Chairman of Governors, or in his absence another senior Governor, shall determine the date and any conditions for the re-admission of the pupil.

#### **Expulsion:**

1. A pupil may only be expelled from the school in cases where it is in the interests of either the school or the pupil or both for such a course of action to be taken.

2. A pupil shall only be expelled by order of the Governors, acting under the authority of the Chairman, or in his absence another senior Governor.
3. The parent(s) and/or guardian of the pupil shall immediately be informed of an intention to expel.
4. A recommendation to expel shall only be made by the Head of St Mary's & St Margaret's or the Head of Prep School after discussion with the parent(s) and/or guardian of the pupil.
5. The decision to expel and the reason(s) for it shall be confirmed in writing by the Head of St Mary's & St Margaret's or the Head of Prep School to the parent(s) and/or guardian as soon as possible after the expulsion and, at the same time, the Head of St Mary's & St Margaret's or the Head of Prep School shall explain the rights and method of appeal.
6. Expulsion may be considered to be appropriate in, inter alia, the following circumstances:
  - a) When a criminal act has been committed, such as theft, unlawful possession of drugs,
  - b) When the welfare of others has been adversely affected or is likely to be adversely affected, e.g. bullying.
  - c) When there has been frequent and/or repeated failure and/or refusal to accept or abide by the School Code of Conduct or the reasonable instructions of staff in authority.

#### **Appeal:**

1. An expulsion shall be subject to the right of the parent(s) and/or guardian to appeal to the Governing Body, on Notice, as provided below.
2. Notice of an intention to appeal shall be given in writing, addressed to the Chairman of Governors, within fourteen days of the date of the written notification from the Head of St Mary's & St Margaret's or the Head of Prep School of the reason(s) for the expulsion.
3. An Appeal shall be heard and decided by the Appeals Committee of the Governing Body, which shall consist of no fewer than three Governors, none of whom shall have any prior knowledge of the circumstances of the expulsion.
4. The Appeals Committee shall meet to hear the Appeal as soon as is reasonably practicable, at the school.
5. The parent(s) or guardian shall be given the opportunity to present the Appeal by statement, which may be oral or in writing and the Head of St Mary's & St Margaret's or the Head of Prep School shall present the case for expulsion.
6. The decision of the Appeals Committee shall be by simple majority, the Chairman of the Committee having a casting vote. The decision shall be given at the end of the hearing and shall be confirmed in writing without delay.

**Report:**

Any expulsion and the outcome of any Appeal shall be reported to the Governing Body at its next meeting.

**Review**

**This policy will be reviewed annually by the Senior Leadership Team.**

**Effective Date**

**This policy was last reviewed in Sept 2024**