



# SEDBERGH SCHOOL AND CASTERTON, SEDBERGH PREPARATORY SCHOOL

<b>Policy on Expulsion, Removal &amp; Review</b>	
Version	2023.1
Effective from	May 2023
Extent of Policy	Sedbergh School Casterton, Sedbergh Prep School The Mulberry Bush at Casterton
Policy Owner	Headmaster, Sedbergh School
Governor	Jeremy Bedford
Review by	May 2024
Frequency of Audit	Annual
Circulation	Parents by request
Publication	Website

## Introduction

- 1 *Scope:* This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be expelled from the School, or required to leave permanently, for misconduct or other reasons. The policy applies to all pupils at the School (including in the Early Years Foundation Stage (**EYFS**), whether or not in the care of the School, but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or voluntary withdrawal by his/her parents.
- 2 *Availability:* This policy is published on the School website and is available in hard copy on request. A copy of the policy is available for inspection from the Headmaster's Office during the School day.

- 3 *Responsibility statement:* The Board of Governors has overall responsibility for all matters which are the subject of this policy.
- 4 *Interpretation:* The term "*the School*" includes, collectively and/or separately, Sedbergh School ("*the senior school*"), Casterton, Sedbergh Prep School ("*the prep school*") and the Mulberry Bush at Casterton.

*References to the "Board of Governors"* are references to the Proprietor.

References to the "*Headmaster*" include the Headmaster of the senior school or the prep school as appropriate for the pupil under consideration, as well as the Senior Deputy Heads (senior school) and Deputy Heads (prep school), if authorised to act on his behalf.

"*Parent*" includes all those who have signed the School's acceptance form as well as those who hold parental responsibility for or have care of a pupil, eg a legal guardian or education guardian.

"*Expulsion*": A pupil may be formally expelled from the School if it is proved on the balance of probabilities that the pupil has committed a grave breach of discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches.

"*Removal*": Parents may be required to remove a pupil permanently from the School or from boarding if, after consultation with the parents and if appropriate the pupil, the Headmaster 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) if the parents have treated the School, members of its staff or any member of the School community unreasonably.

"*Suspension*": In this policy, unless otherwise stated, suspension is a neutral act whereby the pupil is sent home pending the outcome of an investigation or a Governors' Review. Suspension is also used as a disciplinary sanction.

References to a "*Review*" and / or "*Review Meeting*" are to the review by a Panel of the Headmaster's decision to exclude or require the removal of a pupil, in accordance with this policy.

References to a "*Panel*" and / or a "*Review Panel*" are to a three-member panel selected by the Clerk to the Governors to undertake the Review.

Subheadings are for ease of reading and not part of the policy.

- 5 *Timescales:* Timescales for the procedure are set out below. When we refer to "**working days**", we 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.
- 6 *Regulatory framework:* This policy has been prepared to meet the School's responsibilities under:
  - 6.1 Education (Independent School Standards) Regulations 2014;
  - 6.2 National minimum standards for boarding schools (Department for Education (DfE), September 2022);
  - 6.3 Statutory framework for the Early Years Foundation Stage (DfE, September 2021);
  - 6.4 Education and Skills Act 2008;
  - 6.5 Children Act 1989;
  - 6.6 Childcare Act 2006;
  - 6.7 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR);
  - 6.8 Human Rights Act 1998; and
  - 6.9 Equality Act 2010.
- 7 *School policies:* The following School policies, procedures and resource materials are relevant to this policy:
  - 7.1 The Parent Contract (terms and conditions);
  - 7.2 The Behaviour, Rewards & Sanctions Policy (senior school) or Wellbeing & Behaviour Policy (prep school);
  - 7.3 The E-Safety Policy, including the IT Acceptable Use Policy relating to the senior or prep school as appropriate;
  - 7.4 The Counter-Bullying Policy relating to the senior or prep school as appropriate;
  - 7.5 The Alcohol, Tobacco & Vaping Policy;
  - 7.6 The Drugs & Drug Testing Policy;
  - 7.7 The Safeguarding & Child Protection Policy & Procedures;
  - 7.8 The SEND Policy;
  - 7.9 The Brown Book (senior school only).

## Policy statement

- 8 *Aims:* The aims of this policy are:
  - 8.1 To support the School's behaviour and discipline code.
  - 8.2 To ensure procedural fairness and natural justice.
  - 8.3 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.
  - 8.4 To help to promote a whole-School culture of openness, safety, equality and protection.
- 9 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.
- 10 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.
- 11 *Misconduct:* Allegations, complaints or rumours of serious breaches of discipline should be referred to the Headmaster. The main categories of misconduct which are likely to be considered to be serious breaches of discipline and which may therefore result in expulsion or removal include but are not limited to:
  - 11.1 Supply which means providing or sharing (whether or not for money or other consideration) or facilitation of supply (eg sale, exchange or sharing (which includes promotion / advertisement or facilitating supply) / possession / use of drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco as prohibited by the School policies on alcohol, smoking, drugs and substances.
  - 11.2 Actual or attempted theft, blackmail, intimidation, racism, cyber-based bullying, prejudiced-based bullying, discriminatory-based bullying or severe and/or persistent bullying, or other potentially criminal offences including being an accessory or conspirator.
  - 11.3 Physical violence and/or abuse (which may include but is not limited to hitting, kicking, shaking, biting and hair pulling).
  - 11.4 Physical or emotional abuse or harassment (to include behaviour that may be categorised as "*banter*", "*just having a laugh*", "*part of growing up*" or "*boys being boys*").

- 11.5 Initiation/hazing type violence and rituals (which may include, but is not limited, to activities involving harassment, abuse or humiliation used as a way of initiating a person into a group).
- 11.6 Abuse in intimate personal relationships between peers (teenage relationship abuse).
- 11.7 Consensual and non-consensual sharing of nudes and semi-nude images and / or videos.
- 11.8 Sexual violence, sexual harassment and upskirting and other harmful/inappropriate sexual behaviour.
- 11.9 Behaviour in contravention of the School's the IT Acceptable Use Policy and E-Safety Policy.
- 11.10 Supply or possession of pornography.
- 11.11 Behaviour which may constitute a criminal offence, such as:
  - 11.11.1 possession or use of unauthorised firearms or other weapons.
  - 11.11.2 vandalism, defacement and/or destruction of School property; and
  - 11.11.3 cybercrime, including computer hacking.
- 11.12 Persistent attitudes, behaviour or minor breaches of discipline which are inconsistent with the School's ethos.
- 11.13 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.
- 11.14 Other misconduct specifically provided for in the School's Parent Contract and School rules.
- 12 *Other Circumstances:* A pupil may be required to leave if, after all appropriate consultation, the Headmaster is satisfied that it is not in the best interests of the pupil, or of the School, that he/she remains at the School.
- 13 *Sanctions:* Sanctions for serious breaches of discipline include suspension, removal and expulsion (as defined above). Sanctions imposed will be fair and proportionate to the breach.
- 14 *Equality:* In respect of a pupil with a disability as defined by the Equality Act 2010, the School will make such adjustments to this policy and its implementation as it is reasonable to have to make to avoid substantial disadvantage to pupil. In making such adjustments and considering the action to be taken under this policy (as adjusted), the School will have regard to the following:

- 14.1 whether reasonable steps have been taken to understand and address the pupil's educational and or other needs or vulnerabilities;
- 14.2 whether all reasonable adjustments have been made to try to manage the behaviour(s) which are under consideration;
- 14.3 whether in the light of conclusions reached in respect of paragraphs 14.1 and 14.2, the action to be taken under this policy is a proportionate means of achieving one or more of the School's legitimate aims, which include:
  - 14.3.1 ensuring that education, benefits, facilities and services are targeted at those who most need them;
  - 14.3.2 the fair exercise of powers;
  - 14.3.3 ensuring the health and safety of pupils and staff, in light of clearly identified risks (with due attention to the potential need to refer concerns arising externally as required under the School's Safeguarding & Child Protection Policy and Procedures);
  - 14.3.4 maintaining academic and behaviour standards; and
  - 14.3.5 ensuring the well-being and dignity of pupils.
- 15 If there is a concern that a pupil's behaviour is as a result of unmet educational or other needs, advice should be sought from the SENDCO] and further action in accordance with the School's SEND Policy will be considered.
- 16 Any religious requirements affecting the pupil will also be considered. Reference is made to the School's Pupil Equal Opportunity Policy.

## Procedure

- 17 *The Procedure:* The procedure followed by the School in cases where a sanction of expulsion or removal may be imposed by the Headmaster is summarised in the flowchart at Appendix 1 to this Policy. The three stages of this procedure are as follows:
  - 17.1 **Investigation Procedure** – further details of the procedures to be followed at this stage are set out at paragraphs 18 to 26.
  - 17.2 **Disciplinary Meeting with the Headmaster** – further details of the disciplinary meeting are set at paragraphs 27 to 40.
  - 17.3 **Governors' Review** – further details of the Review are set out at paragraphs 41 to 59.

## Investigation Procedure

- 18 *Complaints:* Any allegation, complaint or rumour about serious misconduct, or cases in which the Headmaster considers that a pupil is unwilling or unable to benefit

sufficiently from the educational opportunities and/or the community life offered by the School or where parents have treated the School, members of its staff or any member of the School community unreasonably, will be investigated.

- 19 Complainants will be taken seriously and the School will carefully discharge its duty of care to both complainants and those pupil(s) accused. Reporting concerns is encouraged by the School. A complainant is not creating a problem by reporting an allegation, complaint or rumour and should not feel ashamed or embarrassed for making a report.
- 20 The investigation will normally be co-ordinated by a Senior Deputy Head (senior school) or Deputy Head (prep school), provided that he/she has not had any prior involvement in the management of any of the matters under investigation. The outcome will be reported to the Headmaster. Parents will be informed if an allegation, complaint or rumour under investigation is of a nature that could result in the pupil being expelled or removed from the School, unless the School is prevented from doing so.
- 21 *Suspension:* A pupil may be suspended from boarding and/or from the School, and required to live at home or with his/her education guardian, as a neutral act pending the outcome of the disciplinary process. Should a suspension continue for a period of more than five working days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil and will keep the terms of the suspension under regular review. 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, and at the discretion of the Headmaster, the pupil may be offered a segregated regime on School premises.
- 22 *Searches:* A pupil's space and/or, following appropriate risk assessment, belongings may be searched during the course of an investigation. See the School's policy on searching and confiscation in the Teaching Staff Handbook.
- 23 *Interview:* If the pupil is to be interviewed as part of the investigation, consideration will be given as to whether the pupil should be accompanied by a parent or member of staff and in any event a note of the interview will be made by the interviewing member of staff. If considered necessary, the School may make arrangements for legal representation for the pupil to be funded entirely at the parents' expense. Regardless of delays caused by a police or other external agency investigation, the School will provide appropriate pastoral and other support for all pupils (including the victim and / or the perpetrator(s)) affected by the allegations under investigation whilst they remain on the School roll.
- 24 *Ethos:* An investigation and any subsequent meeting will be conducted in a fair and unbiased manner and in a way which is appropriate to a school, without formal legal procedures.
- 25 *Suspension of an investigation:* It may be necessary to delay the School's investigation or put it on hold, for example, where external agencies such as the police or Children's Services are involved and have recommended this. A decision to suspend an

investigation will take into account advice from an appropriate external agency and will be subject to periodic review. In relation to alleged sexual violence or sexual harassment, the School will have regard to KCSIE and the School's Designated Safeguarding Lead (or a Deputy) will take a leading role on any such decisions.

- 26 Where the pupil is the subject of a police investigation the School's Designated Safeguarding Lead will liaise with the Headmaster to inform them of issues relating to the police investigations and the statutory requirements for children to have an appropriate adult. The role of the appropriate adult is to safeguard the rights, entitlements and welfare of juveniles to whom the provisions of PACE code C and any other code of practice apply.

### **Disciplinary Meeting with the Headmaster**

- 27 The outcome of the investigation will be reported to the Headmaster. Where the findings of the investigation into an allegation, complaint or rumour of a serious breach of discipline appear to support the allegation, complaint or rumour, a disciplinary meeting with the Headmaster will take place.
- 28 *Preparation:* The Chairman of Governors will be informed of the outcome of the investigation. *Attendance:* The pupil and his/her parents (if available) will be invited to attend the disciplinary meeting with the Headmaster. Where the allegation, complaint or rumour concerns the behaviour of the parents, the pupil will not generally be expected to attend the meeting and this procedure then applies to the parents only.
- 29 The person who undertook the investigation will be in attendance to explain the circumstances of the allegation, complaint or rumour and his/her investigation and findings and an additional member of staff will be present to minute the meeting.
- 30 If the parents or the pupil have any special needs or disability which call for additional facilities or adjustments (eg parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Headmaster or Senior Deputy Head/Deputy Head as soon as reasonably practicable so that appropriate arrangements can be made.
- 31 If a parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the parent can be involved, remotely if necessary, with the disciplinary process and their child's education.
- 32 *Documents:* Documents available at the disciplinary meeting before the Headmaster may include:
- 32.1 A statement setting out the points of the allegation, complaint or rumour regarding the pupil or, where applicable, the parents.
- 32.2 Written statements and notes of the evidence supporting the allegation, complaint or rumour, and any relevant correspondence.



- 32.3 The investigation report.
- 32.4 The pupil's School file and (if separate) House file and conduct record.
- 32.5 The relevant School policies and procedures.
- 33 *Sanctions:* The Headmaster will inform the pupil and their Parents of the range of disciplinary sanctions which the Headmaster considers are open to them.
- 34 *Representations:* The pupil and their Parents will have an opportunity to make representations on:
  - 34.1 the investigator's findings;
  - 34.2 whether they constitute serious misconduct;
  - 34.3 the appropriate sanction to be imposed.
- 35 *Decision:*
  - 35.1 Unless the Headmaster considers that further investigation is needed, he will close the meeting and inform the pupil and the parents that they will be notified of their decision in writing or verbally inform them.
  - 35.2 The Headmaster will consider:
    - 35.2.1 whether the allegation(s), complaint(s) or rumour(s) has been sufficiently proved. The standard of proof shall be the civil standard, ie the balance of probabilities;
    - 35.2.2 whether the findings constitute serious misconduct;
    - 35.2.3 the appropriate sanction to be imposed (and the pupil's disciplinary record will be taken into account where the complaint concerns the conduct of the pupil).
  - 35.3 The Headmaster may expel or remove a pupil or impose any other sanction they consider to be appropriate in accordance with this policy.
  - 35.4 The Headmaster will notify the Parents of his decision in writing, with reasons, within two working days of the disciplinary meeting.
- 36 *Delayed Effect:* A decision to expel or remove a pupil shall take effect five days after the date of the Headmaster's letter confirming his decision. Until then, the pupil shall remain suspended and away from School premises.
- 37 *Review:* The Parents or the pupil may request a Review of the Headmaster's decision:
  - 37.1 to expel or remove a pupil from the School, or

37.2 where the pupil is suspended from the School for eleven working days or more; or

37.3 where suspension would result in the pupil missing a public examination.

A request for a Review must be made in writing within seven working days of the date of the Headmaster's letter confirming his decision.

38 If such a request has been made, the pupil shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision made.

39 *Leaving status:* If a pupil is expelled or removed, his/her leaving status will be one of the following: "expelled", "removed" or, if the offer is made by the Headmaster and accepted by the parents, "withdrawn by parents".

40 *Detail:* Additional points of leaving status to be considered may include:

40.1 The form of letter which will be written to the parents and the form of announcement in the School and House that the pupil has left.

40.2 The form of reference which will be supplied for the pupil.

40.3 The entry which will be made on the School record and the pupil's status as a leaver.

40.4 Arrangements for transfer of any course and project work to the pupil, his/her parents or another school.

40.5 Whether (if relevant) the pupil will be permitted to return to School premises to sit public examinations.

40.6 Whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.

40.7 Whether the pupil will be entitled to leavers' privileges.

40.8 Whether the pupil will be eligible for membership of the Old Sedberghian Club and if so from what date.

40.9 The conditions under which the pupil may re-enter School premises in the future.

40.10 Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

## **Governors' Review**

41 *Request for Review:* A pupil or his/her parents may request a review by the Governors of the Headmaster'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 eleven working days or more or where such suspension would prevent a pupil from taking a public

examination. The application must be made in writing using the Request Form at Appendix 2 and received by the Clerk to the Governors within seven working days of the Headmaster's decision being notified to a parent.

- 42 *The Request:* The request should include a copy of all relevant documents and full contact details; the grounds on which the parents are asking for a Review and the outcome desired; a list of the documents which the parents believe to be in the School's possession and wish the Panel to consider; and whether the parents propose to attend the Review Meeting, and, if so, if they are to be accompanied.
- 43 *Grounds for Review:* In their request 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 Headmaster will not of itself be grounds sufficient for a Review.
- 44 *Equality:* If the parents or the pupil require any assistance with the request, for example because of any special needs or disability which call for additional facilities or adjustments (eg parking or the provision of documents in large print or other accessible format), this should be made known to the Clerk to the Governors when parents make their request so that appropriate arrangements can be made.
- 45 *Acknowledgment:* The Clerk to the Governors will acknowledge the request for a Review in writing within three working days of receipt.
- 46 *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 Headmaster.
- 47 *Planning the Review:* The Clerk to the Governor 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 Headmaster, the parent(s) and the pupil.
- 48 *Review Panel:* The Review will be undertaken by a three-member sub-committee of the Board of Governors. The Panel members will have no detailed previous knowledge of the case or of the pupil or parents and will not normally include the Chairman of Governors. Selection of the Review Panel will be made by the Clerk to the Governors. With the exception of the Chairman of Governors, those 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 reasonable objection to a particular member of the Panel. The Panel may, if requested by the parents, include an independent member who has no connection with the management or running of the School.
- 49 *Role of the Panel:* The role of the Panel is to consider:
  - 49.1 **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.

49.2 **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.

50 The Panel will determine whether to uphold the Headmaster's decision or refer the decision back to the Headmaster with recommendations so that he may consider the matter further. In addressing the matters above, the Panel will consider the documentation provided by the parties, the 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 Headmaster's decision or refer the decision back to him with recommendations so that he may consider the matter further.

51 *Review Meeting:* The meeting will normally take place within fifteen working days of the parents' application receipt. A Review will not normally take place during School holidays. The Clerk to the Governors will send written notification to each party of the process, date, time and place of the Review at least ten working days before the date of the Review.

52 The parents and the Headmaster will be asked to submit any documents they wish to refer to at the meeting to the Clerk to the Governors at least seven working days prior to the Review. A single bundle to be considered by the Review Panel will be circulated to the Panel by the Clerk to the Governors, the parents and the Headmaster at least three days before the Review Hearing.

53 On receipt of new information not previously available to the Headmaster before his decision was made, the Clerk should contact the Chairman of Governors who will decide whether:

53.1 to include the new information in the bundle; or

53.2 to omit the information if not relevant to the grounds for Review; or

53.3 to make further enquiries of the parents or the pupil about the information; or

53.4 to refer the information to the Headmaster for his consideration as to whether the decision should be revisited.

54 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.

- 55 *Attendance:* Those present at the Review Meeting will normally be:
- 55.1 Members of the Review Panel and the Clerk to the Governors or his/her deputy.
  - 55.2 The Headmaster and any relevant member of staff whom the pupil or his/her parents have asked should attend and whom the Headmaster considers should attend in order to secure a fair outcome.
  - 55.3 The pupil together with his/her parents and, if they wish, a member of the School staff who is willing to speak on the pupil's behalf. If the allegation, complaint or rumour concerns the behaviour of the parents, the pupil will not be expected to attend.
- 56 *Accompanied:* The parents may be accompanied to the Review Hearing, for example by a friend or relation. The meeting is an internal procedure, not legal proceedings, and so legal representation is not necessary. The Clerk to the Governors must be given five working days' notice if the friend or relation is legally qualified and the parents should note that the Review Panel will wish to speak to the parents directly and this person will not be permitted to act as an advocate or to address the meeting unless invited to do so by the Chair of the Panel.
- 57 *Conduct of Meeting:* The meeting will be chaired by one member of the Review Panel and, if in person, will be conducted in a suitable room and in an informal but fair and unbiased manner. During the Review, the parties shall have the opportunity to ask questions and make comments in an appropriate manner. The Review 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 meeting will be unsworn. The proceedings 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 for reference purposes. The meeting will be directed by the Chair who will conduct it so as 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 and after due warning, adjourn or terminate the meeting. 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 their comment will be minuted. If the meeting is terminated, the original decision will stand.
- 58 *Adjournment:* 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.
- 59 *Decision:* When the Chair decides that sufficient consideration has been given to the documentation provided, the representations made by the parties and other relevant circumstances, she/he will conclude the meeting and the Panel will consider its decision and recommendations. The Panel's decision and any recommendations will be notified in writing, with reasons, to the Headmaster and the parents by the Chair of

the Review Panel or the Chairman of Governors within three working days of the meeting. The Headmaster will provide his response to those recommendations, if appropriate, in writing within 48 hours. In the absence of a significant procedural irregularity, the Headmaster's decision will be final. If the Headmaster's decision is upheld then the decision will be final. If the Headmaster is asked to reconsider his/her decision, the pupil will remain suspended until this has been done.

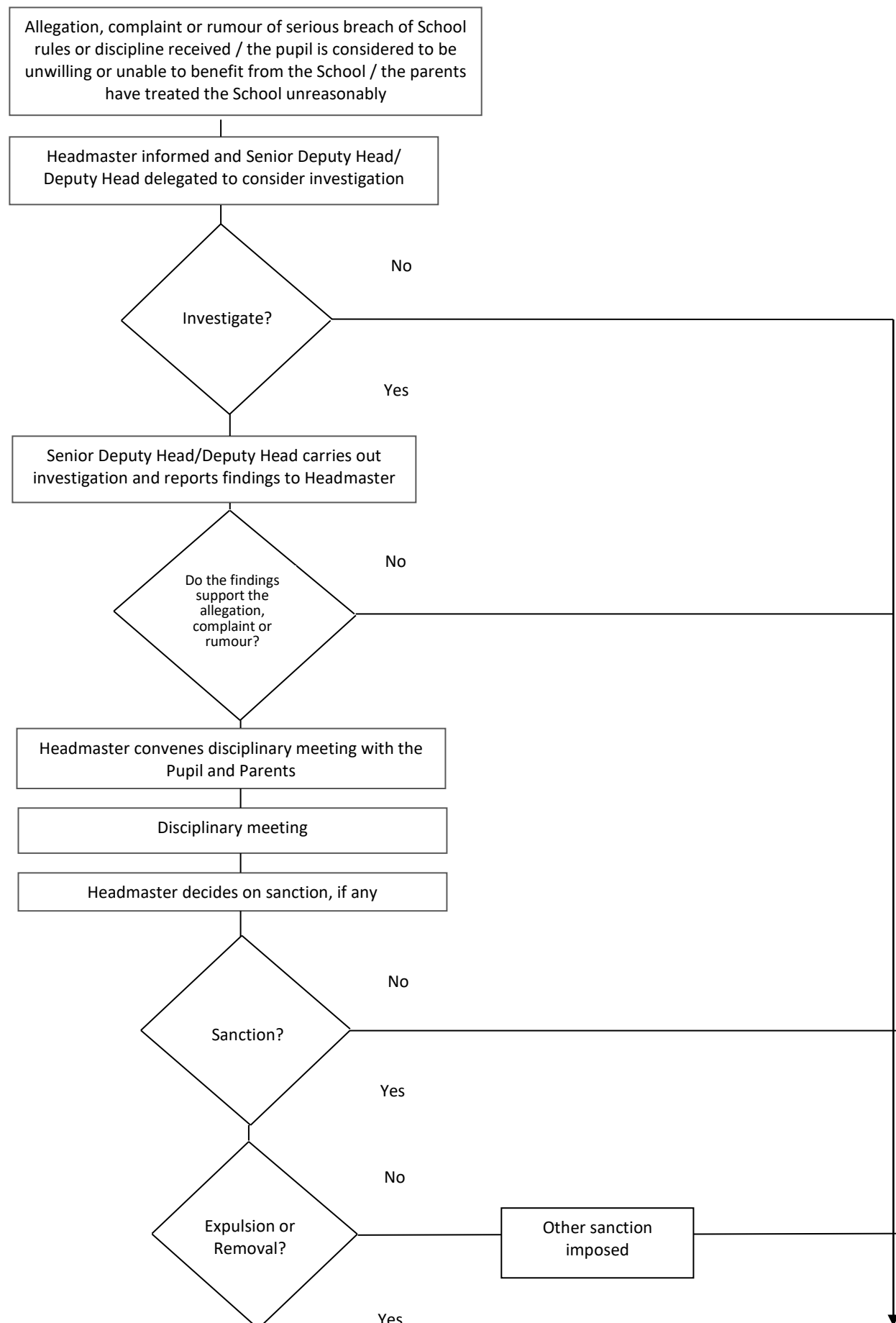
### **Record Keeping**

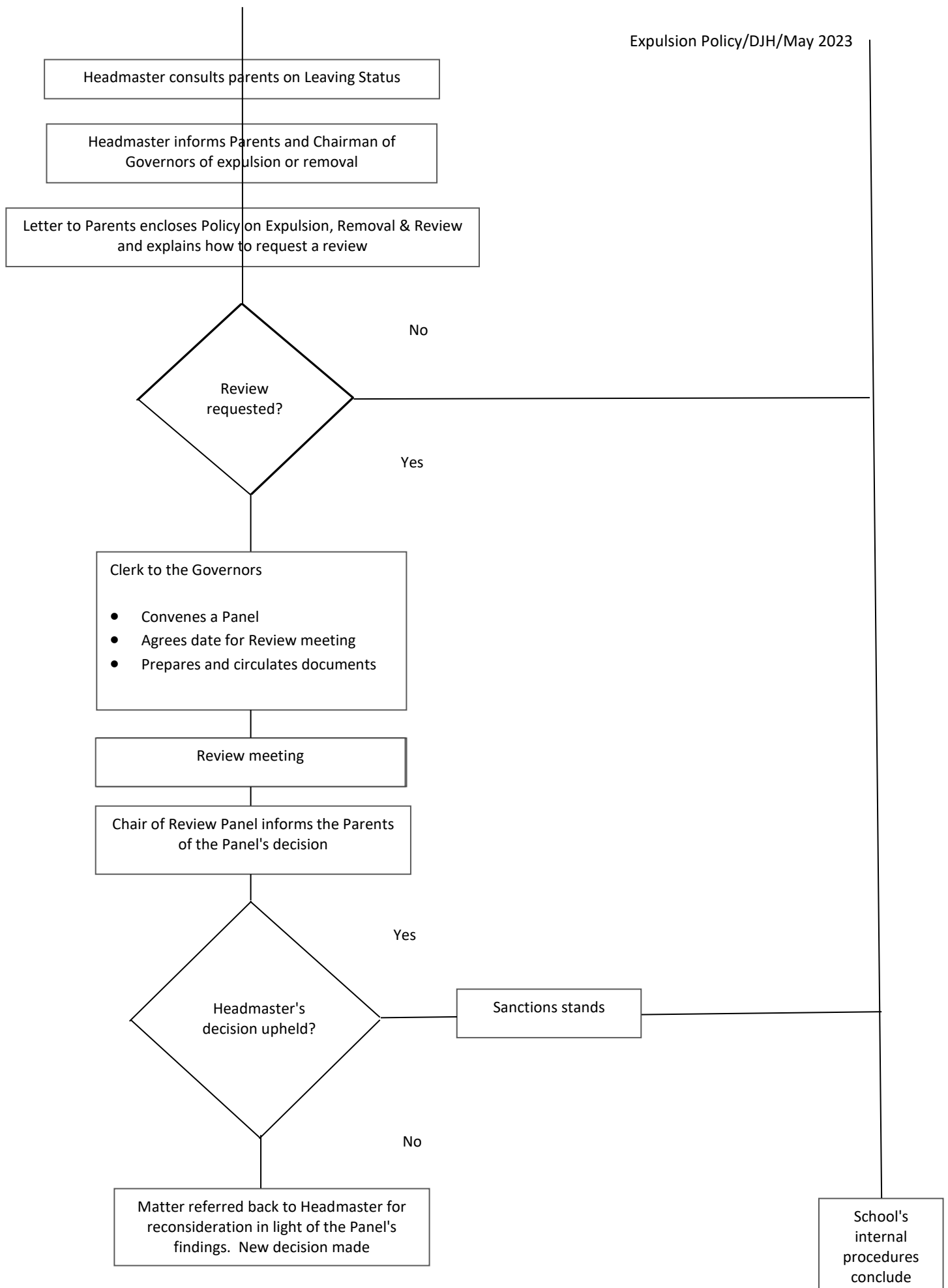
- 60 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 61 The records created in accordance with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published on its website privacy notices which explain how the School will use personal data.

D J Harrison  
Headmaster, Sedbergh School  
May 2023

## Appendix 1

### Procedural flowchart







## Appendix 2

### Sedbergh School and Casterton, Sedbergh Preparatory School

#### Request for a Governors' Review of a decision by the Headmaster to expel or require a pupil to leave

To: The Clerk to the Governors of Sedbergh School, The Bursary, Malim Lodge, Sedbergh LA10 5RY

Name of Pupil:

**I/WE REQUEST** a review of the Headmaster's decision to expel or require removal of the above named pupil. 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.

**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 I/we may be accompanied at the Review Meeting by a friend or relation. If I/we wish to bring a friend or relation who is legally qualified I/we will provide 5 working days' notice as required.

**I/WE WILL INFORM** the Clerk to the Governors if I/we have any special needs or disabilities requiring additional facilities or adjustments.

**THE GROUNDS** upon which we seek a Review and the outcome I/we are seeking are as set out in a statement attached to this sheet.

(Two signatures required where practicable)

First Signature.....

Second Signature .....

Full Name .....

Full Name.....

Relationship to Pupil.....

Relationship to Pupil.....

Address:.....

Address:.....

.....

.....

Telephone Numbers

Telephone Numbers

Daytime: .....

Daytime: .....

Evening: .....

Evening: .....

Date: .....

Date: .....