



EXCLUSION APPEAL PROCEDURE

This policy applies to: **All St Christopher's Prep staff**

Policy owner:	Head
Frequency of review:	Annually
Dates of previous reviews:	Jan 2020, Jan 2021
Date of next formal review:	Jan 2022
ISI Reference code (if applicable):	
Linked policies / documents:	
Comments:	

	Name (role):	Date:
Reviewed:	E Lyle (Head)	Oct 2021



EXCLUSION APPEALS PROCEDURE

This policy applies to EYFS

In the event of the Head permanently excluding a pupil from the School having first consulted the Chairman of Governors, the parents or recognised guardians of the pupil may request a review of the decision by the Board of Governors. At the time that they are notified by the Head of his decision to exclude the pupil, the parents will be provided with a copy of this Policy.

Application for an appeal review must be made in writing, addressed to the Chairman of Governors, via the Clerk to the Governors at the School address. The application must be received within ten days of notification to exclude a pupil; the right to a review will lapse if it is not.

In making the application, the parents/guardians should set out the decision against which an appeal is being sought, the date of the exclusion, a factual summary in numbered paragraphs, the grounds for dissatisfaction, and any new evidence not available to the Head at the time the decision was taken.

On receipt of the application, the Chairman of Governors will appoint a sub-committee of three School Governors, one of whom will be asked to chair the proceedings. In the case of a female pupil, the committee will include at least one female Governor, and in the case of a male pupil, at least one male Governor. The Chairman of Governors will not be part of this group.

The committee will receive a full report in writing from the Head, and it will have access to the pupil's School records, including any special family circumstances. The application will be considered within ten working days of its receipt.

The committee will have absolute discretion to decide the issue on the basis of the written evidence alone, or to convene a meeting in order to hear the parties. If such a meeting is convened, both the appellants and the Head will be entitled to be present throughout the meeting. The conduct of the meeting will be at the absolute discretion of the chairman of the committee, but will be informal in nature; every effort will be made to avoid an adversarial atmosphere. Legal representation will not be permitted, though the committee may decide to listen to submissions or evidence from third parties at their absolute discretion.

The committee will have regard to the principles of natural justice, but it is not bound by any legal rules relating to procedure or the admissibility of evidence. When the committee has received all the evidence, it will make a decision as soon as possible. This decision will be communicated to the Chairman of Governors and the Head, who will, in turn, contact the parents/guardians within ten days. If the committee allows the application, it may confirm any



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conditions or reinstatement of the pupil required by the Head, including appropriate timescales. The decision of the committee will be final and reasons do not have to be given.

Last reviewed: January 2020

Next review: January 2022