



Ashville College
School Policies

Policy on Removal from the College

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Ashville College Policy on Removal from the College

(Removal may be exclusion (temporary suspension or permanent expulsion) or withdrawal by Parents.)

(Where the term “*parents*” is used, Guardians may be substituted where parents are unable to attend owing to circumstances or distance)

Policy statement

1. ***Aims:*** The aims of this procedure policy are:
 - 1.1 To support the College ethos and rules.
 - 1.2 To ensure procedural fairness and natural justice.
 - 1.3 To promote co-operation between the College and parents when it is necessary for a pupil to leave earlier than expected.

Reasons for removal

2. ***Misconduct:*** the main categories of misconduct which may result in removal are:
 - 2.1 Supply/possession/use of certain drugs and solvents or their paraphernalia, or substances intended to resemble them, and alcohol and tobacco.
 - 2.2 Theft, blackmail, physical violence, intimidation, racism, and persistent bullying.
 - 2.3 Misconduct of a sexual nature; supply and possession of pornography.
 - 2.4 Possession or use of unauthorised firearms or other weapons.
 - 2.5 Vandalism and computer hacking.
 - 2.6 Persistent attitudes or behaviour which are inconsistent with the College ethos.
 - 2.7 Other serious misconduct towards a member of the college community or which brings the College into disrepute (single or repeated episodes) on or off the school premises.
- 2.8 ***Other circumstances:*** A pupil may be required to leave, if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the pupil, or of the College, that he/she should remain at the College.

Investigation

3. If it is suspected that a student may have broken a College Rule which could lead to removal from the College, a senior member of staff will investigate. His/her report will be presented to the Headmaster.

Disciplinary procedure

4. **Proceedings:** There are normally 3 phases to the Disciplinary Procedure: 1) The Head's interview with the pupil; 2) The Head's meeting with parents; 3) The sanction (including leaving status).

- 4.1 **Preparation:** The Chairman of Governors will be informed of the investigation and of the meetings. Documents available at the meetings before the Head will include:

- 4.1. The Investigation Report by the senior member of staff.

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- 4.1. Any written statements and notes of the evidence relevant to the incident together with any relevant correspondence.

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- 4.1. The pupil's file, any relevant house disciplinary information and any relevant entry in the Punishment Book.

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- 4.1. The relevant college policies and procedures.

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- 4.2 **Head's interview with the pupil:** The pupil will attend a meeting with the Head at which the investigating member of staff will explain the circumstances of the complaint or incident and his/her investigation. The pupil may also be accompanied by a member of staff whom he/she knows well (usually the Form Tutor, Year Head, Housemaster or Housemistress). The Head will consider the complaint/s and the evidence, including statements made by and/or on behalf of the pupil. He will check that the pupil agrees with the relevant sections of the Investigation Report. It will always be the aim that there is agreement on the main facts.

- 4.3 **Informing parents:** There are now 2 possible ways forward:

- 4.3. If the pupil agrees with the main points in the Investigation Report (see paragraph 4.2) the Head informs the parents of the circumstances and invites them to a meeting to consider the sanction (paragraph 4.5). In the meantime the pupil should expect to be suspended from college.

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- 4.3. If the pupil does not agree with the main points in the

2 Investigation Report, the Head invites the parents to a Disciplinary Meeting at which the evidence will be reviewed. In the meantime the pupil should expect to be suspended from college.

- 4.4 **The Disciplinary Meeting:** If the facts are in dispute the pupil and his/her parents (if available) will be invited to attend a Disciplinary Meeting with the Head at which the investigating member of staff will again explain the circumstances of the complaint or incident and their investigation. The pupil may also be accompanied by a member of staff whom he/she knows well (usually the Form Tutor, Year Head, Housemaster or Housemistress). If the parents do not attend the Head will inform them of the outcome of the meeting as soon as possible. Members of staff may be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of pupils will be preserved. If agreement on the facts still cannot be reached the Head will decide whether the complaint has been sufficiently proved or whether further investigation is needed. The standard of proof shall be the civil standard, ie. *the balance of probabilities*. Appropriate reliance may be placed on hearsay evidence but the Head will not normally refer to the pupil's disciplinary record at this stage.
- 4.5 **The sanction:** If the complaint has been admitted or proved the Head will outline the range of disciplinary sanctions which he considers are open to him. He will take into account any further statement which the pupil and/or others present wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time within 24 hours, the Head will give his decision. The pupil may be further suspended pending a decision.
- 4.5. **Leaving status:** if the Head decides that the pupil must leave
1 the College, he will consult with a parent, wherever possible, before deciding on the pupil's leaving status.
- 4.6 **Delayed effect:** A decision to expel or remove a pupil shall take effect 72 hours after the decision was first communicated to a parent. Until then the pupil shall remain suspended and away from the college premises. In his letter of confirmation the Head will inform the parent(s) of the procedure for applying for a Review by the Governors. If within 72 hours of the first communication of the decision the parents have made a written application for a Review by the Governors, the pupil shall remain suspended until the Review has taken place.

Leaving status

5 **Explanation:** If a pupil is removed permanently his/her leaving status will be one of the following: “expelled” or “withdrawn by parents”.

5.1 **Detail:** Additional points of leaving status include:

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

5.1. The form of reference which will be supplied for the pupil.
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5.1. The entry which will be made on the college record and the
3 pupil’s status as a leaver.

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

5.1. Whether (if relevant) the pupil will be permitted to return to the
5 College premises to sit public examinations.

5.1. Whether (if relevant) the College can offer assistance in finding
6 an alternative placement for the pupil.

5.1. Whether the pupil will be eligible for membership of the Former
7 Pupils Association, and if so from what date.

5.1. The conditions under which the pupil may re-enter college
8 premises in future.

5.1. Financial aspects: payment of any outstanding fees and
9 extras; refund of prepaid fees; fees in lieu of notice.