



## EXPULSION, REMOVALS AND REVIEW POLICY

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THIS POLICY APPLIES TO MILLFIELD, MILLFIELD PREP SCHOOL AND MILLFIELD PRE-PREP SCHOOL (INCLUDING EYFS), (TOGETHER REFERRED TO IN THIS POLICY AS "MILLFIELD").

### Introduction

- 1 *Scope:* This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be expelled from Millfield, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the school, 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 withdrawal by parents.
- 2 *Interpretation:* References to the *Headmaster/Headmistress* include deputies. "Parent" includes one or both of the parents, a legal guardian or education guardian. "Expulsion" means a dismissal from the school in disgrace, formally recorded. "Removal" means that a pupil has been required to leave, but without the stigma of expulsion. Subheadings are for ease of reading and not part of the policy.

### Policy statement

- 3 *Aims:* The aims of this policy are:
  - 3.1 To support the school's behaviour and discipline policy.
  - 3.2 To ensure procedural fairness and natural justice.
  - 3.3 To promote co-operation between the school and parents when it is necessary for the school that a pupil to leave earlier than expected.
- 4 *Misconduct:* The circumstances which may lead to expulsion or removal include:
  - 4.1 Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco.
  - 4.2 Theft, blackmail, physical violence, intimidation, racism and persistent bullying.
  - 4.3 Misconduct of a sexual nature; supply and possession of pornography.
  - 4.4 Possession or use of unauthorised firearms, knives or other weapons.
  - 4.5 Vandalism and computer hacking.
  - 4.6 Persistent attitudes or behaviour which are inconsistent with the school's ethos.
  - 4.7 Other serious misconduct towards a member of the school community or which brings the school into disrepute (single or repeated episodes) on or off school premises.
- 5 *Other Circumstances:* A pupil may be required to leave if, after all appropriate consultation, the Headmaster/Headmistress is satisfied that it is not in the best interests of the pupil, or of the school, that they remain at the school.

## **Investigation procedure**

- 6 *Complaints:* Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the Deputy Head and/or Head of Year, and its outcome will be reported to the Headmaster/Headmistress. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being expelled or required to leave.
- 7 *Search:* We may decide to search a pupil's space and belongings, and ask them to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so. Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy. This policy does not authorise an intimate search or physical compulsion in removing clothing. If necessary, the police would be called.
- 8 *Interview:* A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If the pupil is then interviewed formally about a complaint or rumour, arrangements will be made for them to be accompanied by a member of staff of his/her choice and/or by a parent (if available at the relevant time). A pupil who is waiting to be interviewed may be segregated but made as comfortable as possible, accompanied or visited regularly by a member of staff, and given access to a toilet, telephone and adequate food and drink.
- 9 *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 while a complaint is being investigated alternatively, they may be placed under a segregated regime at school premises. The Housemaster/Housemistress/Houseparent will inform the parents or guardians of the decision to suspend the pupil.
- 10 *Proceedings:* Following the investigation the Headmaster/Headmistress will consider the complaints and the evidence at a meeting with some or all of: the Deputy Head, Head of Year, Housemaster/Housemistress/Houseparent and any other key staff involved in the investigation. The Headmaster/Headmistress will take into account any further statements made on the pupil's behalf as well as the pupil's disciplinary record.
- 11 *Expulsion or removal:* If the Headmaster/Headmistress decides that the pupil must leave the school, he/she will consult with the parents before deciding on the pupil's leaving status.
- 12 *Ethos:* An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.
- 13 *Equality:* The school will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where expulsion needs to be considered, the school will ensure that a pupil with a disability or special educational needs and/or his/her parents are able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered.

## **Leaving status**

- 14 *Explanation:* If a pupil is expelled or required to leave, their leaving status will be one of the following: "expelled", "removed" or "withdrawn by parents".
- 15 *Detail:* Additional points of leaving status include:
  - 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.

- The form of reference which will be supplied for the pupil.
- The entry which will be made on the school record and the pupil's status as a leaver.
- Arrangements for transfer of any course and project work to the pupil, parents or another school.
- Whether (if relevant) the pupil will be permitted to return to school premises to sit any examinations.
- Whether (if relevant) the school can offer assistance in finding an alternative placement for the pupil.
- Whether the pupil will be entitled to leavers' privileges.
- Whether the pupil will be eligible for membership of the Old Millfieldian Association and if so from what date.
- The conditions under which the pupil may re-enter school premises in the future.
- Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees.

If the parent of the pupil concerned are not able to agree the way forward with the Headmaster/Headmistress they may request a Governors' Review. Details of the Governors' Review process may be obtained from the Headmaster's/Headmistress's Secretary.

Policy owner	MKS
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