STOCKPORT GRAMMAR SCHOOL

EXCLUSION AND EXPULSION POLICY

(Approved by Governors 13.10.2026)

1 Aims

1.1 This is the Expulsion and Removal Policy of Stockport Grammar School (the school).

1.2 The aims of this Policy are as follows:

1.2.1 to support School rules and policies on behaviour and discipline

1.2.2 to ensure procedural fairness and natural justice and

1.2.3 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.

2 Scope and application

2.1 This procedure applies to the whole School including the Early Years Foundation Stage (EYFS).

2.2 The procedure applies to all pupils at the school but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his/her Parents.

2.3 As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where the Head considers in their discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to affect) their child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with their obligations under the Parent Contract.

3 Regulatory framework

3.1 This procedure has been prepared to meet the school's responsibilities under:

The Education (Independent School Standards) Regulations 2014 as amended including by the Education (Independent Schools Standards) Regulations 2018
The Statutory Framework of the Early Years Foundation Stage
The Education Act 2002
The Childcare Act 2006
The Equality Act 2010
The Human Rights Act 1998
ISI Commentary on the Regulatory Requirements September 2021

3.2 The following School policies, procedures and resource materials are relevant to this procedure:

Terms and Conditions
Behaviour and Discipline Policy (No. 3)
Acceptable Use of Technology Policy for Pupils (No. 50)
Anti-bullying Policy (No. 5)

Alcohol, Drugs and Substances Policy (No. 25)
Online Safety Policy (No. 48)
School Rules
Complaints Procedure (No. 18)
Special Educational Needs and Disability Policy (No. 21)
Safeguarding Policy (No. 29)

4 Publication and availability

4.1 The procedure below is published on the school website.

4.2 The procedure is available in hard copy on request.

4.3 A copy of the procedure is available for inspection from the Bursary during the School Day.

4.4 The procedure can be made available in large print or other accessible format if required

5 Definitions

5.1 Where the following words or phrases are used in the procedure below:

5.1.1 References to **working days** 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.

5.1.2 References to the **Head** may include deputies.

5.1.3 References to **Parent** or **Parents** includes one or both parents, a legal guardian or education guardian.

5.1.4 References to the **Review** and **Review Hearing** are to the review by the Panel of the Head's decision, in accordance with this procedure.

5.1.5 References to the **Panel** are to the three-member panel selected by the Clerk to the Governors to undertake the Review.

The Review procedure

6 Review

6.1 A pupil or his / her Parents may request a Review of the Head'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 11 working days or more or where such suspension would prevent a pupil from taking a public examination.

6.2 If a decision is taken by the parents to withdraw a pupil prior to exclusion or expulsion, the parents will waive any right to request a Review under the Exclusion and Expulsion Policy.

7 How to request a Review

7.1 A request for a Review must be put in writing to the Clerk to the Governors using the Request Form at Appendix 2. The request must be made within five working days of the date of the Head's letter confirming his / her decision.

7.2 The request should include:

7.2.1 a copy of all relevant documents and full contact details

7.2.2 the grounds on which the Parents are asking for a Review and the outcome desired

7.2.3 a list of the documents which the Parents believe to be in the school's possession and wish the Panel to consider and

7.2.4 whether the Parents propose to be accompanied to the Review Hearing by someone who is legally qualified (see clauses 9.5 and 9.6) or by the Pupil themselves.

7.3 For the avoidance of doubt, a mere disagreement with the decision of the Head will not of itself be grounds sufficient for a Review.

7.4 If assistance with the request is required, for example because of a disability, this should be indicated in the Request Form.

7.5 The Clerk to the Governors will acknowledge the request for a Review in writing within three working days of receipt.

7.6 Every effort will be made to enable the Review to take place within 15 working days of receipt of the request.

7.7 Any complaint relating to action taken under the Exclusion and Expulsion Policy will be dealt with as an appeal under the Exclusion and Expulsion Policy rather than under the Complaints Procedure. An appeal decision made under the Exclusion and Expulsion Policy will be final.

7.8 On receipt of the request, the school will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. Parents 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.

8 Planning the Review

8.1 The Clerk to the Governors will send written notification to each party of the date, time and place of the Review at least ten working days before the date of the Review.

8.2 Copies of any documents additional to those specified in the Review Form that the Parents wish the Panel to consider should be sent to the Clerk to the Governors to be received at least seven working days prior to the Review.

8.3 On receipt of new information not previously available to the Head before his decision was made, the Clerk to the Governors should contact the Chair of the Appeal Panel who will decide whether to:

8.3.1 include the new information in the bundle or

8.3.2 omit the information if not relevant to the grounds for Review or

8.3.3 make further enquiries of the Parents or the pupil about the information or

8.3.4 refer the information to the Head for his / her consideration as to whether the decision should be revisited.

8.4 The Clerk to the Governors will circulate a copy of the bundle of documents to be considered by the Review panel to all parties at least three working days prior to the Review.

8.5 The Parents may be accompanied at the Review Hearing, for example by a relative or friend. The Review is an internal proceeding, not legal proceedings, and legal representation is unnecessary.

8.6 The Parents are required to notify the Clerk to the Governors if they wish to be accompanied by someone who is legally qualified in their initial request for a Review. The Parents should note that the Panel will wish to speak to them directly. The legally qualified person will not be permitted to act as an advocate or to address the Review unless invited to do so by the Chair of the Panel.

8.7 A person (normally an employee of the school) will be appointed to take minutes of the Review Hearing.

8.8 A decision will be made regarding whether the Pupil and/or their parents should be requested to attend to make representations.

9 Composition of the Panel

9.1 The Panel will comprise at least three individuals who have no detailed prior knowledge of the case or of the pupil or the Parents and will not include the Chair of Governors. With the exception of the Chair of Governors, Governors not appointed to the Panel will not be provided with information about the case. One member of the panel will be an independent member who has no direct connection with the school.

9.2 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. Fair consideration will be given to any reasonable objection to a particular member of the Panel.

9.3 The Panel members will appoint one of themselves to be the Chair of the Panel throughout the proceedings.

10 Role of the Panel

10.1 The role of the Panel is to consider:

10.1.1 **Whether the decision-making 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 remove 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.

10.1.2 **Whether the sanction was proportionate** - whether it was warranted in respect of the breach of discipline or the other events that are found to have occurred and to the legitimate aims of the school's procedure in that respect.

10.1.3 The Panel will consider if it is appropriate to re-hear the matter making its own findings of fact with all the available evidence being considered afresh or they may review the fairness of the original decision and the sanctions imposed.

10.2 In addressing the matters above, the Panel will consider the documentation provided by the parties, representations made by the parties and any other factors which the Panel considers to be relevant.

10.3 The Panel will determine whether to uphold the Head's decision or refer the decision back to the Head with recommendations so that he / she may consider the matter further.

11 Review Hearing

11.1 The Review will be conducted in an informal manner observing principles of natural justice.

11.2 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.

11.3 All statements made at the Review will be unsworn. The parties will be entitled to take their own notes for reference purposes.

11.4 All those present during the Review are expected to show courtesy, restraint and good manners or, after due warning, the Review may be adjourned or terminated at the discretion of the Chair of the Panel. Any person who is dissatisfied with any aspect of the way the Review is being conducted must say so before the proceedings go any further and his / her comment will be minuted.

11.5 The Chair of the Panel may, at his / her discretion, adjourn the Review if he / she considers it appropriate to do so. This may include an adjournment for the parties to take legal advice on a specific issue arising.

11.6 A Review 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.

11.7 When the Chair of the Panel is satisfied that sufficient consideration has been given to the documentation provided and any representations made by the parties, he / she will conclude the Review Hearing.

12 Decision

12.1 The Panel's decision and any recommendations will be notified in writing, with reasons, to the Head and the Parents by the Chair of the Panel within seven working days of the Review Hearing.

12.2 The Head will provide his / her response to those recommendations, if appropriate, in writing within three working days.

12.3 In the absence of a significant procedural irregularity, the Head's decision will then be final.

13 Responsibility statement and allocation of tasks

13.1 The Governing Body has overall responsibility for all matters which are the subject of this procedure.

13.2 To ensure the efficient discharge of its responsibilities under this procedure, the Governing Body has allocated the following tasks:

Task	Allocated to	When/frequency of review
Keeping the procedure up to date and compliant with the law and best practice	The Head	As required, and at least termly
Monitoring the implementation of the procedure	The Head	As required, and at least termly
Formal annual review	The Governing Body	Annually

14 Training

14.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff understand what is expected of them by this procedure and have the necessary knowledge and skills to carry out their roles.

14.2 The level and frequency of training depends on role of the individual member of staff.

14.3 The school maintains written records of all staff training.

15 Record keeping

15.1 All records created in accordance with this procedure are managed in accordance with the school's policies that apply to the retention and destruction of records.

15.2 Administration of major punishments is recorded, with the name of the pupil concerned, the reason for the punishment including relevant dates, and the name of the person administering the punishment. This log is reviewed regularly by the senior management team of the school so that patterns in behaviour can be identified and managed appropriately.

Authorised by Chairman of Governors	
Date	13.10.2026

Circulation	Governors / teaching staff / all staff / parents / website
Status	Regulatory

Appendix 1 Form for requesting a Review

To The Bursar & Clerk to the Governors

Subject [Name of pupil]

I/we request a Review of the Head's decision to expel or require the Removal of the above-named pupil. I/we agree that the Review will be carried out in accordance with the School's Expulsion and Removal: Review Procedure 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.

I/we understand that the Panel will be concerned with the fairness and proportionality of the Head's decision in accordance with the school's existing policies (where applicable and relevant) on educational, pastoral care and administration matters.

I/we understand that we may be accompanied at the Review Hearing by a friend or relation. If I/we wish to bring a friend or relation who is legally qualified I/we set out details of this person below.

I/we will inform the Bursar & Clerk to the Governors if I/we have any special needs or disabilities requiring additional facilities or adjustments.

The grounds upon which I/we seek a Review and the outcome which I/we seek are as set out below.

Grounds for Review	
Desired outcome	

Details of accompanying person if legally qualified	

List of all documents which we wish the Panel to consider (please enclose copies if you have them)	

Signed	Signed
Full name	Full name
Relationship to pupil	Relationship to pupil
Date	Date
Address	Address
Telephone number	Telephone number

(Two signatures required where practicable)