Aldwickbury School
Expulsion, Removal and Review Policy

(For Pupils Aged 3–13 in the Nursery, Pre-Prep and Prep Schools)

Summary Page

Step	Summary
Serious Incident Identified	Serious misconduct or concerns arise (e.g., bullying, drug use, online behaviour); referred to the Headmaster or senior staff.
Investigation & Suspension	Investigation begins; pupil may be suspended; evidence gathered (interviews, documents, CCTV); parents are informed early.
Disciplinary Meeting	Headmaster holds meeting with parents and pupil; evidence reviewed; all relevant policies and individual circumstances considered.
Decision & Leaving Status	Headmaster decides on expulsion or required removal; outcome shared in writing; leaving arrangements (records, communication) set.
Right to Review	Parents may request a Review by a panel of Governors within 5 school days; the panel may uphold, reconsider, or overturn the decision.

1. Introduction

At Aldwickbury, we are proud of our strong tradition of exceptional behaviour. In line with our School Aims, values and ethos, every member of the community is expected to "show the values of our school in their work and relationships." Although this policy outlines procedures relating to sanctions and exclusion, it is essential to note that these measures are rarely used. Our primary approach is to **educate and promote positive behaviours** based on our 8 school values of commitment, cooperation, endeavour, independence, fairness kindness, integrity and respect.

1. Aims

The aims of this policy are:

- To support Aldwickbury School's behaviour and discipline code.
- To ensure procedural fairness and natural justice.
- To promote cooperation between the School and parents when it becomes necessary for a pupil to leave the School earlier than anticipated.

This document is supported by the schools Promoting Positive Behaviour Policy 2026

2. Grounds for Expulsion or Removal

2.1 Misconduct

Misconduct that may lead to expulsion or required removal includes (but is not limited to):

- Possession, supply, or use of drugs, solvents, alcohol, or tobacco.
- Theft, blackmail, physical violence, intimidation, racism, or persistent bullying.
- Sexual misconduct, including inappropriate language, harassment, or sharing of inappropriate images.
- Possession or use of unauthorised weapons.
- Vandalism, hacking, or serious misuse of technology.
- Cyberbullying or inappropriate online behaviour.
- Verbal abuse or threatening behaviour.
- Fighting or aggressive conduct.
- Persistent behaviour or attitudes inconsistent with the School's values and ethos.
- Bringing the School into disrepute, including behaviour outside School grounds.
- Illegal activity.

This list is illustrative, not exhaustive. A pattern of repeated minor misdemeanours may also result in permanent exclusion.

2.2 Misconduct Outside of School Grounds

Misconduct outside of School may still result in disciplinary action if:

- The pupil was participating in a School-organised activity.
- Travelling to/from School.
- Wearing School uniform or is otherwise identifiable as an Aldwickbury pupil.
- The behaviour adversely affects the welfare of others or the School's reputation.

This applies equally to in-person and online (e.g., social media) misconduct.

2.3 Other Circumstances

A pupil may be required to leave if, after appropriate consultation, the Headmaster decides it is not in the best interests of the pupil or the School for the pupil to remain.

3. Investigation Procedure

3.1 Discovery of an Incident

Serious concerns are referred promptly to the Headmaster or a senior member of staff designated by the Head. An appropriate member of the School Leadership Team will conduct an investigation.

Parents will be informed as soon as possible if the incident may lead to permanent exclusion or removal.

If the behaviour may constitute a criminal offence, the police may be informed and consulted.

3.2 Suspension

A pupil may be temporarily suspended during an investigation. During suspension:

- Pupils may be required to stay at home.
- Work will be provided for completion.
- They may be placed under a segregated regime on School premises if necessary

3.3 Searches

Where there is reasonable cause, staff may search a pupil's possessions or devices, in line with School policy and legal guidance. Intimate searches are not permitted. The police will be called if necessary.

3.4 Gathering of Evidence

The investigation may include:

- Interviews with pupils and staff.
- Collection of physical evidence.
- CCTV or device checks where appropriate.
- Consideration of any individual educational or wellbeing needs.

3.5 Interviews

Pupils may be interviewed with a trusted adult present, such as a teacher or parent. Interviews will be appropriate to the age and understanding of the pupil.

Pupils with SEND or other needs will be appropriately supported.

3.6 Report

The investigating member of staff will submit a report to the Headmaster. The report will outline the process, evidence, and recommendations. A disciplinary meeting will be arranged if expulsion or removal is a possible outcome.

4. Disciplinary Meeting

4.1 Preparation

Parents will be informed in writing of the meeting and the concerns regarding their child. Documentation shared may include:

- A summary of the investigation.
- Relevant School policies (e.g., this policy, the Behaviour Policy).
- Supporting evidence.

4.2 Attendance

The pupil and their parents will attend the meeting with the Headmaster. A member of staff may attend to provide further information or support.

4.3 Proceedings

The Headmaster will:

1. **Review the incident** – Based on the balance of probabilities.
2. **Determine a sanction** – Considering the pupil's age, history, and any mitigating factors.
3. **Decide leaving status** – If applicable, the Headmaster will discuss and confirm whether the pupil is to be withdrawn or expelled.

A decision will normally be communicated within 24 hours.

4.4 Delayed Effect

Expulsion or removal takes effect 72 hours after notification. During that period, the pupil remains suspended. If a request for a Review is made, the pupil will remain suspended pending the outcome.

5. Leaving Status

Where a pupil is to leave the School, the Headmaster will determine:

- The wording of letters and internal announcements.
- The content of references.
- School records and status.
- Return of any belongings, schoolwork, or exam entries.
- Permission for return visits, if appropriate.
- Any outstanding financial arrangements.

6. Review by the Governors

6.1 Right to Request a Review

Parents may request a Review of a decision to expel or remove their child (except in cases where the child is withdrawn voluntarily). This must be made in writing within 5 school days of the decision.

6.2 Review Panel

A Review Panel of Governors (who have not been involved in the case) will be convened. An independent member may be included if requested.

6.3 Review Meeting

The meeting will be held within 10 working days of the request. Those attending may include:

- The Review Panel.
- The Headmaster and relevant staff.
- The pupil and parents.
- A teacher to speak on the pupil's behalf, if desired.

The meeting will be informal, and confidentiality will be respected.

6.4 Outcome

The Review Panel will either:

- Uphold the Headmaster's decision.
- Recommend reconsideration.
- Overturn the decision and reinstate the pupil.

The outcome will be communicated in writing within a reasonable timeframe.

This policy will be reviewed annually by the Headmaster and the governors.

Last reviewed September 2026

Next review September 2027