



ST BENEDICT'S SCHOOL  
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## Expulsion and Required Removal Policy

Authorised by: The Board of Governors of St Benedict's School

Date: December 2025

Review Date: December 2026

Circulation: Governors/all staff/volunteers automatically  
Parents on request/School Website

Status:

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## 1. Introduction

### 1.1 Scope

This policy provides guidelines, which may be adapted as necessary, explaining the circumstances under which a pupil may be expelled from St Benedict's School, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at all times when a pupil is:

in or at School;

representing the School or wearing School uniform;

travelling to or from School;

on School-organised trips;

associated with the School at any time.

This policy does not cover cases when a pupil must leave due to ill health, non-payment of fees, or withdrawal by parents.

### 1.2 Application

This policy applies to pupils at all times and places, including out of school hours and off-school premises, where failure to apply this policy may:

affect the health, safety, or well-being of a member of the School community or the public;

have repercussions for the orderly running of the School;

bring the School into disrepute.

### 1.3 Accessibility

This policy can be made available in large print or another accessible format if required.

### 1.4 Definitions

**Headmaster:** References to the Headmaster include the Senior Deputy Head and Junior School Headmaster when acting in their stead.

**Parent:** Includes one or both parents, a legal guardian, or education guardian.

**Expulsion:** Dismissal of a pupil from the School following serious misconduct, formally recorded.

**Required Removal:** A pupil required to leave the School, as determined by the Headmaster.

**Working days:** Monday to Friday, during term time. The School will take reasonable steps to minimise

hardship or unfairness caused by delays due to holidays.

## 2. Policy Statement

### 2.1 Aims

To support the School's behaviour and discipline code.

To ensure procedural fairness and natural justice.

To promote co-operation between the School and parents when it is necessary for a pupil to leave earlier than expected.

### 2.2 Expulsion

Only the Headmaster has the authority to expel a pupil.

Serious misconduct which may result in expulsion includes, but is not limited to:

Supply, possession, or use of illegal drugs, solvents, alcohol, tobacco, or related paraphernalia.

Theft, blackmail, physical violence, intimidation, discrimination, or actions amounting to hatred or soliciting hatred for a protected characteristic (e.g., age, race, religion, sexual orientation, disability, gender reassignment, sex), or persistent bullying.

Misconduct of a sexual nature; supply or possession of pornography.

Possession or use of unauthorised firearms or other weapons.

Vandalism, computer hacking, or the creation/posting of highly offensive or libellous material online concerning another member of the School community.

Harmful sexual behaviour, including sexual violence and/or sexual harassment.

Other misconduct specifically provided for in the Parent Contract and School rules.

Other serious misconduct affecting the welfare of a member of the School community or bringing the School into disrepute.

### 2.3 Required Removal

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

Only the Headmaster has the authority to require removal.

Reasons may include:

Breakdown of trust between the School and parents (e.g., lack of support for School policies, unreasonable or abusive behaviour towards staff, pupils, parents, or visitors).

Breakdown of trust between the School and pupil (e.g., persistent minor breaches of discipline, attitudes, or behaviour inconsistent with the School's ethos, or other serious misconduct).

#### 2.4 Withdrawal During Procedure

If a pupil is withdrawn before the conclusion of a disciplinary procedure, the School reserves the right to complete the procedure in their absence and to make a finding. Findings may be reported to inspectors, regulators, local authorities, or the police, and may be referenced in future references for the pupil.

#### 2.5 Malicious Allegations

Where a pupil makes a deliberately invented or malicious accusation against a member of staff or another pupil, disciplinary action may be taken. The School may also refer the matter to the police if appropriate.

#### 2.6 Equality

The School will make reasonable adjustments for behaviour related to a pupil's disability and ensure that any pupil with a disability or religious requirements can fully present their case.

#### 2.7 Looked After and Previously Looked After Children

The School will make every effort to avoid expelling or requiring the removal of a Looked After Child (CLA) or Previously Looked After Child (PLA) and will consider their particular needs in the application of this policy.

### 3. Investigation Procedure

#### 3.1 Complaints

Investigation of allegations or complaints about serious misconduct will normally be coordinated by the Senior Deputy Head or Assistant Head Pastoral, who should not have prior involvement. Parents will be informed as soon as reasonably practicable if the investigation could result in expulsion or required removal.

#### 3.2 Suspension

A pupil may be suspended from School as a neutral act during investigation. If suspension exceeds three working days, reasonable steps will be taken to ensure continuing education.

### 3.3 Search

Staff may search a pupil's space and belongings if there is reasonable cause. Only outer clothing may be searched, and privacy will be respected. The police will be called if necessary.

### 3.4 Interview

A pupil may be interviewed informally or formally. For formal interviews, the pupil may be accompanied by a member of staff of their choice or a pastoral staff member. Interviews will be age-appropriate and recorded.

### 3.5 Ethos

Investigations and meetings will be conducted fairly and appropriately, without formal legal procedures.

### 3.6 Adjournment

Investigations may be adjourned if external agencies (e.g., police, children's services) are involved. The School will provide appropriate support for all affected pupils.

## 4. Disciplinary Meeting Before the Headmaster

4.1 If investigation findings support the allegation, a disciplinary meeting with the Headmaster will be held.

### 4.2 Preparation

Documents available at the meeting will include:

Statement of complaint

Written statements and supporting evidence

Investigation report

Relevant parts of the pupil's school file and conduct record

Relevant policies and procedures

Parents will receive copies of the complaint statement and relevant policies and may receive summaries or redacted versions of other documents.

### 4.3 Attendance

The pupil and parents will be asked to attend. The pupil may be accompanied by a member of staff of their choice. All parties will have the opportunity to state their case.

### 4.4 Adjustments

If parents or pupils have special needs or disabilities, reasonable adjustments will be made.

### 4.5 Proceedings

Three stages:

Complaint(s): The Headmaster considers the evidence and decides if the complaint is proved (on the balance of probabilities).

Sanction: If proved, the Headmaster outlines possible sanctions and considers further statements. The pupil's disciplinary record is taken into account.

Leaving status: If the pupil must leave, the Headmaster may consult with parents before deciding on leaving status.

### 4.6 Delayed Effect

A decision to expel or remove a pupil takes effect five working days after communication to parents. If a written application for a Governors' Review is made within five days, the pupil remains suspended until the Review.

## 5. Leaving Status

5.1 If a pupil is expelled or required to leave, their status will be recorded as expelled, removed, or withdrawn by parents (if agreed).

5.2 Parents will be informed of:

The form of letter and announcement

The reference to be supplied

Entry on the School record

Arrangements for transfer of work

Permission to sit public examinations

Assistance in finding alternative placement

Leavers' privileges

Conditions for re-entry

Financial aspects (fees, deposit, refunds)

## 6. Governors' Review

6.1 Parents wishing to review the decision must write to the Chair of Governors within five working days of receiving the decision letter.

6.2 Review procedures are outlined in the Governors' Review Procedure, available on request.

## 7. Record Keeping and Data Protection

7.1 All records are managed in accordance with the School's data protection and record retention policies.

7.2 Administration of major punishments is recorded, including pupil name, reason, dates, and person administering. The log is reviewed regularly.

7.3 Records may contain personal data, managed according to the School's privacy notices and data protection policies.

This policy reflects the Benedictine values of St Benedict's School: love, forgiveness, integrity, fairness, and generosity. All procedures are designed to uphold the dignity and welfare of every member of the School community.