City of London School Procedure for the Review of a Pupil's Required Removal

0. Review of Policy

0.1 This policy is reviewed annually prior to approval by the governors.

Policy last reviewed by:	Mark Wardrop (Senior Deputy Head)
Date last reviewed:	August 2025
Approved for Governors:	Board of Governors
Date approved:	8 October 2025

1. Introduction

1.1 This policy gives details of the procedure to be followed by parents in the event that they wish to appeal against the School's decision to require the removal of a pupil.

This procedure is also to be followed by parents in the event that they wish to appeal against the School's decision to permanently exclude / expel a pupil.

For the purposes of this policy, the term "Required Removal" is used to also refer to a "Permanent Exclusion" / "Expulsion".

1.2 This policy does not apply if parents decide to withdraw a pupil to avoid the pupil being permanently excluded by the School.

1.3 **Important Note**
These guidelines are **non-contractual** in nature. They have been prepared for the information and guidance of all who may become concerned in a review hearing following required removal of a pupil.

1.4 This procedure should be read in conjunction with:

- The Behaviour Policy
- The Complaints Policy and Procedure (Pupils and Parents)
- The Parental Contract (the School's Terms and Conditions)

1.5 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 9 (Behaviour) and Part 7 (Manner in which complaints are to be handled), Paragraph 33 (Complaints) of the Independent School Standards Regulations.

2. Procedure

2.1 **Request for Review**

Parents seeking the review of a decision to require the removal of a pupil from the School must notify the Clerk to the Governors of the City of London School[1] of their request, in writing, within seven (7) working days after the parents were first notified of the decision to require removal and the reasons for requiring removal, or such longer period of time as the Clerk to the Governors may specify, giving full reasons for the request for review.

2.2 **Review Panel**

A Review Panel (the 'Panel'), will be convened by the Chair of the Board of Governors, in consultation with the Clerk to the Governors. The Panel will comprise three members from the Board of Governors (the Chair of the Board of Governors does not, by default, sit on the Panel) and will be convened as soon as practicable after the request has been received. Parents may ask that one of the two other members selected by the Clerk be independent of the School. Parents will also be entitled to know the names of the Governors who make up the Panel.

At least seven (7) working days' written notice of the date, time and place of the meeting of the Panel (the 'Hearing') will be given to parents. Hearings will take place as soon as reasonably practicable, but if a request for a review is received near the end of term or during School holidays this may result in a delay in holding the hearing if the Head and other relevant members of staff are not available.

2.3 **Provision of information**

At least five (5) working days before the day of the hearing, the Head and the parents shall provide to each other and to the Clerk to the Governors copies of any documents which are intended to be referred to. All the documents will be made available to the members of the Panel prior to the day of the review. The documents to be provided by the Head will usually include the pupil's file and other relevant written pupil records.

2.4 **The Review Hearing**

The review procedure is intended to be informal by nature. However, one member of the Panel will act as Chair of the Panel and will conduct the hearing in such a manner as they think fit, ensuring that all those present have the opportunity to ask questions and make comments.

The parents, the pupil (if aged sixteen or over) and the Head will have the chance of addressing the Panel either orally or by written statement. The parents / pupil may be accompanied by a friend or relation if desired, but not by a legal representative. The Clerk to the Board of Governors will take notes of the hearing. The notes will **not** be circulated afterwards. Tape or other electronic recordings will not be permitted.

All those who attend the hearing are expected to show restraint, courtesy and good manners towards all those present, otherwise the Chair may, at their discretion, adjourn or terminate the hearing. If the hearing is terminated the School's original decision to require removal will stand.

Where two or more pupils have been acting in concert and some or all of them have been expelled, the Panel may deal with all reviews at the same time.

[1] Address: Chairman, City of London School Governing Board, c/o City of London Corporation, Guildhall, PO Box 270, London, EC2P 2EJ.

2.5 **Matters which the Review Panel may consider**

The Panel may take into account any or all of the following circumstances (as relevant) in relation to each issue raised:

- relevant clauses of the Parental Contract
- the nature and gravity of the complaint(s) against the pupil
- whether or not the grounds of the complaint(s) have been reasonably well established on the information that is before the Panel, including any information given before the required removal
- whether the complaint was investigated fairly
- the level of co-operation that has been given by the pupil and his parents, including the conduct of parents with regard to the expectations of parents as outlined in the Parental Contract
- the effect of the pupil's alleged conduct on other members of the School community
- the general record of the pupil during his time at the School, including the pupil's record of attendance and punctuality
- the interests of the School community, balanced against those of the individual pupil

This list is not exhaustive, and the panel may consider any other circumstances which appear to the parents, the pupil or the Chair of the Panel to be relevant.

2.6 **The Decision of the Review Panel**

Parents will, where practicable, be notified of the Panel's decision by the Chair of the Panel by letter within three (3) working days of the hearing. **The decision of the Panel may be a majority decision and will be final.**