



ST PAUL'S
GIRLS' SCHOOL

Expulsion, Removal & Review Policy

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Legal framework

- Equality Act 2010
- DfE Behaviour in Schools Guidance (updated 2026)
- School's Parent Contract
- Education (Independent School Standards) Regulations 2014 (Part 7, paragraph 33)
- Keeping Children Safe in Education (KCSIE) 2026Data Protection Laws (UK GDPR/Data Protection Act 2018)

Availability of this policy

A copy of this policy may be downloaded from our [website](#) or is available on request from the school office, St Paul's Girls' School, Brook Green, London, W6 7BS (tel: 0207 603 2288). This policy can be made available in large print or other accessible format if required.

Who this policy applies to

The policy applies to all students at the school but does not cover cases when a student has to leave because of ill-health, non-payment of fees, or withdrawal by their parents.

It aims to:

- to support the school's Behaviour policy
- to ensure procedural fairness and natural justice
- to promote co-operation between the school and parents when it is necessary that a student should leave earlier than expected.

What this policy is for

This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a student may be expelled from St Paul's Girls' School (the school), or required to leave permanently for misconduct or other reasons.

Other relevant school policies

- Behaviour policy
- Anti-bullying policy
- Substance Misuse Management and Education policy
- Student Acceptable Use policy
- Complaints policy
- Searching, Screening and Confiscation policy

Table of Contents

Legal framework	1
Who this policy applies to.....	2
What this policy is for	2
Other relevant school policies.....	2
Definitions	4
Misconduct.....	4
Student misconduct	4
Unreasonable parental conduct.....	5
Other circumstances	6
Procedure.....	6
Appendix 1 - Process	7
Appendix 2 - Investigation procedure	8
Suspension	8
Search	8
Interview	8
Ethos	8
Suspension of an investigation	8
Outcome of investigation.....	8
Appendix 3 - Disciplinary meeting with the High Mistress	9
Preparation.....	9
Attendance at the meeting.....	9
Proceedings at the meeting	9
Decision to exclude	10
Appeals	10
Appendix 4 - Governors' Review.....	11
Request for Review	11
Grounds for Review	11
Review Panel	11
Role of the Panel.....	11
Review meeting	11
Attendance	11
Conduct of meeting	12
Procedure.....	12
Decision	12
Appendix 5 - Form for requesting a Governors' Review	13

Definitions

- High Mistress: references to the High Mistress may include the Senior Deputy Head in her absence.
- Parent: includes one or both of the parents, a legal guardian or education guardian.
- Expulsion: means the dismissal of a student from the school following serious misconduct formally recorded.
- Requirement to leave: means that the permanent removal of the student is required by the High Mistress but without the stigma of expulsion.

Misconduct

Student misconduct

1.1 A list of behaviours that are strictly forbidden is set out in Appendix 1 of the school's Behaviour policy. The main categories of misconduct which may result in expulsion or a requirement to leave include, but are not limited to:

- Bullying of any kind, including child-on-child abuse, cyberbullying and prejudice-based bullying or harassment relating to protected characteristics, appearance, health conditions, home circumstances, nationality, religion, culture, sex, sexual orientation, gender reassignment or SEND (see also the Anti-Bullying Policy)
- Causing another student distress by mocking the amount of food they are eating, or not eating
- Breaching the Student ICT Acceptable Use Policy. This includes serious misuse of artificial intelligence or digital technologies, including the creation, possession or distribution of non-consensual intimate imagery, deepfakes, impersonation, fraud, harassment or other harmful content
- Serious or repeated academic misconduct, including plagiarism, cheating or the misuse of artificial intelligence
- Stealing
- Entering without permission areas of the school that are Out of Bounds or otherwise notified through signage or other form of messaging as being inaccessible either permanently or temporarily
- Intentionally breaching health and safety systems or procedures e.g. by intentionally setting off the fire alarm without just cause or reasonable concern that there is a fire
- Leaving the school premises without permission during the working day (MIV-VI)
- Truancy
- Vandalism (including computer hacking)
- Persistent attitudes or behaviour that are inconsistent with the school's values, expectations or ethos despite support and intervention
- The possession, use or supply of prohibited or banned items, on school premises, on school trips or while representing the school, which include:
 - Knives or weapons
 - Alcohol other than in specifically approved circumstances (e.g. the VIII leavers' dinner)
 - Tobacco products, cigarette papers, e-cigarettes, vaping devices, lighters and matches or other paraphernalia
 - Illegal drugs, solvents or so-called 'legal highs'

- Any article a member of staff reasonably suspects has been, or is likely to be used, to commit an offence, to disrupt effective learning and good order in the school or its environs, or to cause personal injury to, or damage to property of any person (including the student)
- Stolen items
- Fireworks and/or smoke bombs
- Pornographic images
- Blades, razors, lighters, matches, vapes
- Inflammatory material of a religious, political, racist, homophobic or sexist nature
- Other serious misconduct which is found by the school to affect or potentially affect the health, safety or welfare of a member(s) of the school community, or which brings the school into disrepute (single or repeated episodes) on or off school premises or via the use of digital technologies (such as Internet sites or social media), or engaging with the Media without the school's permission
- The persistent creation, sharing or promotion of harmful content relating to self-harm, suicide or other safeguarding concerns, where such behaviour places students at risk or undermines their welfare. The school will always adopt a safeguarding and pastoral approach in the first instance, but persistent or serious breaches may result in disciplinary action in accordance with the Behaviour Policy.

1.2 The school will make reasonable adjustments for managing behaviour which is related to a student's special educational need or disability. The school will ensure relevant students are able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the student will also be considered.

Unreasonable parental conduct

1.3 As set out in the school's Parent Contract, the school may require a student to leave where the High Mistress considers that the conduct of a parent is unreasonable, adversely affects the welfare or education of the student or others, impacts staff wellbeing, brings (or is likely to bring) the school into disrepute, or otherwise breaches the Parent Contract.

1.4 Examples of behaviour that may result in sanctions, or in serious cases a requirement for a student to leave, include:

- Unreasonable treatment of the school or its staff.
- Malicious allegations against the school or members of staff.
- Bullying, harassing, discriminatory or abusive behaviour, including sexual harassment.
- Excessive, persistent, aggressive, confrontational or unreasonable communications.
- Conduct which adversely affects, or is likely to adversely affect, the welfare of members of the school community.
- Breaches of the Parent Contract.

1.5 The school reserves the right to impose proportionate sanctions for parental conduct that does not warrant removal, including restrictions on access to school premises, events or communications, and the issuing of formal warnings.

Serial or persistent issues

1.6 Exclusion, or required removal, may also be imposed by the school as a sanction for a series of more minor misdemeanours (whether that be student or parent related) and/or repeated short-term absence in the case of the student (as well as long term absence).

Other circumstances

1.7 A student may be required to leave if, after all appropriate consultation, the High Mistress is satisfied that it is not in the best interests of the student, or of the school, that they remain at the school.

Procedure

The procedure followed by the school in cases where a sanction of expulsion or required removal may be imposed by the High Mistress are summarised in Appendix 1 to this Policy. The three stages of this procedure are as follows:

- Investigation procedure: further details of the procedures to be followed at this stage are set out in Appendix 2
- Disciplinary meeting with the High Mistress: further details of the disciplinary meeting are set out in Appendix 3.
- Governors' Review meeting, if required: further details of the Governors' Review meeting are set out in Appendix 4.

Alternative arrangements may be made if face-to-face meetings are not possible.

Appendix 1 - Process

Concern Raised: a member of the Senior Leadership Team is informed when a rumour of a serious breach of school rules or discipline occurs, or when parental behaviour is thought to be unreasonable. They will consider whether an investigation is required and will inform the High Mistress accordingly.

Investigation: if deemed necessary by the High Mistress, a member of the Senior Leadership Team will carry out an investigation and will report their findings to the High Mistress who will decide if the findings support the initial allegations. If there is a possibility of expulsion or removal of a student, the Chair of Governors will be informed at this time. See Appendix 2 for more information.

Disciplinary meeting: if the findings support the initial allegations, then the High Mistress will convene a disciplinary meeting with the student and their parents. The parents will be provided with a copy of this policy along with details of the time and date of the meeting. See Appendix 3 for more information.

Sanction: either at the end of the Disciplinary meeting, or at a later time if the Disciplinary Meeting is adjourned to enable further investigations, the High Mistress will determine the appropriate sanction and inform the parents accordingly. The Chair of Governors will be advised if the High Mistress concludes that expulsion or the required removal of the student is the appropriate sanction.

Governors' Review: in the case where the student is expelled or where the High Mistress requires the removal of the student, the parents will be provided with details of their right to request a Governors' Review of the High Mistress' decision. See Appendix 4 for more information on how a Review is requested, convened, managed and concluded.

Appendix 2 - Investigation procedure

Complaints of serious misconduct

Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by a member of the Senior Leadership Team, and its outcome will be reported to the High Mistress. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the student being expelled or required to leave.

Suspension

A student may be suspended from the school while a complaint is being investigated or while an investigation is suspended (see paragraph 6 below). This is a neutral act during an investigation procedure, for example, to protect the integrity of any investigation or to support the welfare of the student themselves or other members of the school community or in compliance with direction from statutory agencies. Should a suspension continue for a period of more than five school days, the school will take reasonable steps to put in place arrangements to ensure the continuing education of the student. The relevant Head of Year will co-ordinate these arrangements with the student's parents or guardians. Parents or guardians 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. Alternatively, the student may be placed under a segregated regime on school premises.

Search

The school may decide to search a student's space and belongings. Please refer to the school's Searching, Screening and Confiscation policy.

Interview

A student may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If the student is then interviewed formally about a complaint or rumour, arrangements will be made for them to be accompanied by a member of staff of their choice. The minutes of the interview will be recorded in writing by the interviewing member of staff (or an appointed note taker who will also be a member of staff).

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.

Suspension of an investigation

It may be necessary to suspend an investigation, for example where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to suspend an investigation will take into account advice from an appropriate external agency and will be subject to periodic review.

Outcome of investigation

Once the investigation has been completed, the member of the senior leadership team will prepare a written report for the High Mistress, and will state whether in their view:

- there is a case of serious misconduct that needs to be addressed
- the misconduct does not warrant expulsion or a requirement to leave, and another lesser sanction may be appropriate
- there is no case of serious misconduct, and the matter can be closed.

Appendix 3 - Disciplinary meeting with the High Mistress

If it is found that there is a case of serious misconduct to be answered, a disciplinary meeting will be convened at which the High Mistress will consider the case of serious misconduct and the findings of the investigation.

Preparation

The High Mistress will consider the case of alleged serious misconduct or complaint against the student, any written statements and relevant correspondence and the student's school file. The Chair of Governors will be informed of the meeting.

Attendance at the meeting

The student and their parents will be asked to attend the disciplinary meeting with the High Mistress. In the circumstances involving the possibility of the student's required removal on the grounds of parental unreasonable behaviour, only the parents will be asked to attend a disciplinary meeting. Usually, the High Mistress will ask a member of the Senior Leadership Team who has conducted the investigation, or other members of staff, to attend to outline the outcome of any investigation and the circumstances of the serious misconduct and/or complaint. The minutes of the disciplinary meeting will be recorded by an appointed note taker who will also be a member of staff. This will not be a verbatim note but an accurate reflection of what was discussed.

The student and their parents will have an opportunity to state their side of the case. Staff statements will be disclosed but, in most cases, the anonymity of students will be preserved.

If the parents or the student has any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the High Mistress' office so that appropriate arrangements can be made.

In circumstances where the school believes removal may be warranted because the school is unable to meet the student's needs, reasonably accommodate adjustments or reasonably provide the level or nature of support required, or where there are progress and/or attendance issues, the school will collate relevant information and evidence (including where available and appropriate any external or expert evidence or assessments), share and discuss these with the parents and provide the parent with a reasonable opportunity to share their views.

If the High Mistress considers that further investigation/information is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the student/their parents.

Proceedings at the meeting

There are potentially three distinct stages of a disciplinary meeting:

1. The case of serious misconduct: the High Mistress will consider the case and the evidence, including statements made by and/or on behalf of the student. Unless the High Mistress considers that further investigation is needed, she will decide whether the case of serious misconduct has been sufficiently proved. The standard of proof shall normally be the civil standard, i.e., the balance of probabilities. Appropriate reliance may be placed on hearsay evidence.
2. The sanction: if the case of serious misconduct has been proved, the High Mistress will outline the range of disciplinary sanctions which she considers are open to her. She will take into account any further statement which the student and/or others present on their behalf wish to make. The student's disciplinary record will be taken into account. The High Mistress may decide that circumstances are such that a less severe sanction is required such as suspension for a period of time. Then, or normally within 24 hours, the High Mistress will give her decision, with reasons.

3. Leaving status: if the High Mistress decides that the student must leave the school, she will discuss the leaving status with the student's parents with a view to reaching an agreement. If no agreement can be reached, the High Mistress will determine the leaving status.

Decision to exclude

Decisions to exclude or that require removal will take effect immediately.

The High Mistress will determine the leaving status and will also confirm arrangements including:

- the form of letter which will be written to the parents and the form of announcement in the school
- the form of reference which will be supplied for the student
- the entry which will be made on the school record and the student's status as a leaver
- arrangements for transfer of any course and project work to the student, their parents or another school
- whether (if relevant) the student will be permitted to return to school premises to sit public examinations
- whether (if relevant) the school can offer assistance in finding an alternative placement for the student
- whether the student will be entitled to leavers' privileges
- the conditions under which the student 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; refund of prepaid fees.

Appeals

The school will always offer the right of a Governors Review to any student excluded or required to be removed from the school. A student or their parents may request a Governors' Review of the High Mistress's decision to expel or require a student to leave, or where a decision has been made to suspend a student for 11 school days or more, or where suspension would prevent the student from taking a public examination. The application must be made in writing using the Request Form at **Appendix 5** and received by the Clerk to the Governors within five working days of the High Mistress's decision being notified to the parents, or longer by agreement. For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half terms.

For clarity, the student will remain excluded or removed from the school pending the outcome of the appeal. The outcome of the appeal process is final and there shall be no further right to appeal.

If the parents or student have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the Clerk so that appropriate arrangements can be made. More details of the Review are included in Appendix

Appendix 4 - Governors' Review

Request for Review

As detailed above, a student or their parents may request a Governors' Review of the High Mistress's decision to expel or require a student to leave, or where a decision has been made to suspend a student for 11 school days or more, or where suspension would prevent the student from taking a public examination. The application must be made in writing using the Request Form at **Appendix 5** and received by the Clerk to the Governors within five working days of the High Mistress's decision being notified to the parents, or longer by agreement. If the parents or student have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the Clerk so that appropriate arrangements can be made.

Grounds for Review

In their application the parents must state the grounds on which they are asking for a Review and the outcome which they seek. For the avoidance of doubt, a mere disagreement with the decision of the High Mistress will not of itself be grounds sufficient for a Governors' Review.

Review Panel

The Review will be undertaken by two members of the Board of Governors and an independent member who is independent of the governance, management and running of the school. The panel members will have no detailed previous knowledge of the case or of the student or parents and will therefore not normally include the Chair of Governors. Selection of the Review Panel will be made by the Clerk to the Governors. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel.

Role of the Panel

The role of the Panel is to consider the documentation provided by the parties and representations made. It is not the role of the Panel to re-instate a student at the school against the wishes of the High Mistress. The Panel may decide whether to uphold the High Mistress's decision or refer the decision back to her with recommendations so that she may consider the matter further.

Review meeting

The meeting will take place at the school premises, as soon as reasonably practical but a Review meeting will not normally take place during school holidays. The parents and the High Mistress will be asked to submit any documents they wish to refer to at the meeting, and a single bundle will be circulated at least three days before the meeting. On receipt of new information not previously available to the High Mistress before her decision was made, the Clerk should contact the Chair of the Panel who will decide whether to:

- include the new information in the bundle; or
- omit the information if not relevant to the grounds for Review; or
- make further enquiries of the parents or the student about the information; or
- refer the information to the High Mistress for her consideration as to whether the decision should be revisited.

A Review meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential and not disclose any details unless required by law.

Attendance

Those present at the Review meeting will normally be:

- members of the Review Panel and the Clerk to the Governors or the Secretary
- the High Mistress

- the parents and the student, if they or their parents so wish. The parents may be accompanied by a friend or relation. The meeting is not a legal proceeding, and so legal representation is not necessary. The Clerk to the Governors must be given seven days' notice if the friend or relation is legally qualified.

Conduct of meeting

The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. All those present will be entitled, should they wish, to write their own notes for reference purposes. The Clerk will be asked to keep a handwritten minute of the main points which arise at the meeting. This will not be a verbatim note but an accurate reflection of what was discussed. Notes of the hearing will be shared with attendees as soon as practicable after the hearing. To the extent there is any disagreement about the content of those notes or further comments from the parties, these will be considered by, and, where possible, resolved by the Chair. A copy of any comments on the notes will be appended to the notes. The meeting will be directed by the Chair who will conduct it so as to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chair may at his/her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

Procedure

The Panel will consider each of the points raised by the student or their parents and any documentation they wish to rely on so far as relevant to determine:

- whether the facts of the case were sufficiently proved when the decision was taken to expel or require the removal of the student. The civil standard of proof, namely, "the balance of probability", will normally apply; and
- whether the sanction was warranted, that is, whether it was proportionate to the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the school's policy in that respect.

The requirements of natural justice will apply. If for any reason the student or their parents are dissatisfied with any aspect of the meeting, they must inform the Chair at the time and ask the Clerk to note their dissatisfaction and the reasons for it.

Decision

When the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, he/she may adjourn the meeting; alternatively, the Chair may ask those present to withdraw while the Panel considers its recommendations. The Panel's recommendations will be notified in writing, with reasons, to the High Mistress and the parents by the Chair of the Review Panel or the Chair of Governors within three working days of the meeting. The High Mistress will provide her response to those recommendations in writing within 24 hours. In the absence of a significant procedural irregularity, the High Mistress's decision will then be final.

Appendix 5 - Form for requesting a Governors' Review

To The Clerk to the Governors

Subject [Name of student]

I/we request that a sub-committee (**Panel**) of the Board of Governors carries out a Review of the High Mistress's decision to expel or require the removal of the above-named student. I/we agree that the Review will be carried out in accordance with the Review Procedure supplied to us with this form and I/we agree to abide by the terms of that Procedure and in particular that the proceedings are and will remain confidential and that the High Mistress's decision following consideration of the recommendations made by the Governors' Review will be final, subject to such legal rights (if any) as may exist.

I/we confirm that I/we have parental responsibility for the above-named student and that I/we have consulted the student who wishes the Review to be undertaken.

I/we understand that the Panel will be concerned with the fairness and proportionality of the High Mistress'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 meeting by a friend or relation and that if I/we wish to bring a friend or relation who is legally qualified I/we will provide seven days' notice as required.

I/we will inform the Clerk 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 matters which I/we wish to discuss at the Review and to ask the Panel to take into account are as set out in a statement attached to this sheet.

(Two signatures required where practicable)

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