



# HOWE GREEN HOUSE

BISHOP'S STORTFORD

## SUSPENSION, EXCLUSION AND REVIEW POLICY

ISI Reference	15a
Issue Number	4
This policy is endorsed by	Governing Board and the Co-Headteachers
This policy is owned by	The Co-Headteachers
Review Body	Education Committee

Most Recent Revision Date	Feb 2025
Last Reviewed by Governors	Feb 2025
Period of Review	Yearly
Next Review Date	Feb 2026
Previous Reviews	4

To be made available	YES
To be on website	YES
Internal staff only	NO
Internal students only	NO
Internal staff and students	YES

# Howe Green House School

**This Policy also includes Little Oaks Nursery and Before and After School Provision**

## **Statement of Intent**

The staff and governors of Howe Green House School believe that we should provide a caring, positive, safe and stimulating environment, which promotes the intellectual, social, physical, and moral development of the individual child.

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## **1. Introduction**

This policy contains guidelines, which will be adapted as necessary, explain the circumstances under which a pupil may be suspended or excluded from the School, or required to leave permanently for misconduct or other reasons. The policy 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.

## **Aims**

Our school aims to:

- Make sure that the exclusions process is applied fairly and consistently
- To support the School's behaviour and discipline code
- To ensure procedural fairness and appropriate justice.
- Help governors, staff, parents/carers and pupils understand the exclusions process
- Make sure that pupils in school are safe and happy
- Prevent pupils from becoming not in education
- Make sure all suspensions and permanent exclusions are carried out lawfully

Any suspension or exclusion will be made on disciplinary grounds, and will not be made:

- Because a pupil has special educational needs and/or a disability (SEND) that the school feels unable to support, or
- Due to a pupil's poor academic performance, or
- Because the pupil hasn't met a specific condition, such as attending a reintegration meeting

If any pupil is suspended or excluded on the above grounds, this will also be considered as 'off-rolling'.

## 2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education (DfE): [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#).

It is based on the following legislation, which outlines schools' powers to exclude pupils:

- Section 51a of the [Education Act 2002](#), as amended by the [Education Act 2011](#)
- [The School Discipline \(Pupil Exclusions and Reviews\) \(England\) Regulations 2012](#)

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which sets out parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)
- [The Equality Act 2010](#)
- [Children and Families Act 2014](#)

While Howe Green House School is an independent school, this policy aligns with statutory guidance for maintained schools and academies where relevant, and applies equivalent principles of fairness, safeguarding, and procedural integrity.

## 3. Definitions

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school admission register. This is sometimes referred to as an 'exclusion'.

Off-site direction – where the school arranges for a pupil to attend another education setting temporarily to support behavioural improvement, in line with safeguarding and parental agreement.

Parent/carer – any person who has parental responsibility and any person who has care of the child.

Managed move – when a pupil is transferred to another school permanently. All parties, including parents/carers and the admission authority for the new school, should consent before a managed move occurs.

The main categories of misconduct which may result in permanent exclusion or removal are:

- Verbal abuse or threatening behaviour against a pupil or adult
- Use, or threat of use, of an offensive weapon or prohibited item
- Discriminatory abuse, e.g. racist, homophobic or transphobic
- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco.
- Theft, blackmail, physical violence or persistent bullying.
- Misconduct of a sexual nature; including supply and possession of pornography.
- Vandalism and computer hacking.
- Persistent attitudes or behaviour which are inconsistent with the School's ethos.

- Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.

Other Circumstances: A pupil may be required to leave if, after all the appropriate consultation the Co-Headteachers are satisfied that it is not in the best interests of the pupil, or of the School, that they remain at the School.

#### 4. Roles and responsibilities

##### 4.1 The Co-Headteachers

###### Deciding whether to suspend or exclude

Only the Co-Headteachers can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The Co-Headteachers will only use permanent exclusion as a last resort.

A decision to suspend a pupil will be taken only:

- In accordance with the school's behaviour policy
- To provide a clear signal of what is unacceptable behaviour
- To show a pupil that their current behaviour is putting them at risk of permanent exclusion
- Where suspensions have become a regular occurrence, the Co-Headteachers will consider whether suspensions alone are an effective sanction and whether additional strategies need to be put in place to address behaviour issues.

A decision to exclude a pupil will be taken only:

In response to serious or persistent breaches of the school's behaviour policy, **and** if allowing the pupil to remain in school would seriously harm the education or welfare of others.

Before deciding whether to suspend or exclude a pupil, the Co-Headteachers will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion was/were provoked
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))
- Consider whether all alternative solutions have been explored, such as:
  - o For suspensions: internal exclusion or other sanctions provided for in the behaviour policy
  - o For permanent exclusions: off-site direction or managed moves

The Co-Headteachers will consider the views of the pupil, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

Pupils who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent/carer or social worker.

The Co-Headteachers will not reach their decision until they have heard from the pupil, and will inform the pupil of how their views were taken into account when making the decision.

### **Informing parents/carers**

If a pupil is at risk of suspension or exclusion, the Co-Headteachers will inform the parents/carers as early as possible, in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the Co-Headteachers decide to suspend or exclude a pupil, the parents/carers/pupil will be informed, in person or by telephone, of the period of the suspension or exclusion and the reason(s) for it, without delay.

The parents/carers/pupil will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension or permanent exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- Information about the parents'/carers'/pupil's right to make representations about the suspension or permanent exclusion to the governing board and, where the pupil is attending alongside parents/carers, how they may be involved in this
- How any representations should be made
- That parents/carers/the pupil have the right to request that the meetings be held remotely, and how and to whom they should make this request

If the pupil is of compulsory school age, the Co-Headteachers will also notify parents/carers without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of the suspension or exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents/carers are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies
- Parents/carers may be given a fixed penalty notice or prosecuted if they fail to do this

If alternative provision is being arranged, the following information will be included, if possible:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information the pupil needs in order to identify the person they should report to on the first day

If the Co-Headteachers do not have all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without delay and no later than 48 hours before the provision is due to start.

The only exception to this is where alternative provision is to be provided before the sixth day of a suspension or permanent exclusion, in which case the school reserves the right to provide the information with less than 48 hours' notice, with parents'/carers' consent.

If the Co-Headteachers cancel the suspension or permanent exclusion, they will notify the parents/carers without delay, and provide a reason for the cancellation.

### **Informing the governing board**

The Co-Headteachers will, without delay, notify the governing board of:

- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a pupil
- Any suspension or permanent exclusion that would result in the pupil being suspended or permanently excluded for a total of more than 5 school days in a term
- Any suspension or permanent exclusion that has been cancelled, including the reason for the cancellation

### **Informing the local authority (LA)**

The Co-Headteachers will notify the LA of permanent exclusions without delay.

The notification will include the reason(s) for the permanent exclusion.

If the pupil lives outside the LA in which the school is located, the Co-Headteachers will inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

The Co-Headteachers must notify the LA without delay of any cancelled exclusions, including the reason the exclusion was cancelled.

### **Informing the pupil's social worker**

If a **pupil with a social worker** is at risk of suspension or permanent exclusion, the Co-Headteachers will inform **the social worker** as early as possible. This is so they can work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the Co-Headteachers decide to suspend or permanently exclude a pupil with a social worker, they will inform the pupil's social worker without delay, that:

- They have decided to suspend or permanently exclude the pupil
- The reason(s) for the decision
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- They have decided to cancel a suspension or permanent exclusion, and why (where relevant)
- The social worker will be invited to any meeting of the governing board about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks, and the pupil's welfare are taken into account.

### **Cancelling suspensions and permanent exclusions**

The Co-Headteachers may cancel a suspension or permanent exclusion that has already begun, or one that has not yet begun, but only where it has not yet been reviewed by the governing board.

Where there is a cancellation:

- The parents/carers, governing board and LA will be notified without delay
- Where relevant, any social worker will be notified without delay
- The notification must provide the reason for the cancellation
- The governing board's duty to hold a meeting and consider reinstatement ceases
- Parents/carers will be offered the opportunity to meet with the Co-Headteachers to discuss the cancellation, which will be arranged without delay
- The pupil will be allowed back in school without delay

Any days spent out of school as a result of any exclusion, prior to the cancellation, will count towards the maximum of 45 school days permitted in any school year.

A permanent exclusion cannot be cancelled if the pupil has already been excluded for more than 45 school days in a school year or if they will have been so by the time the cancellation takes effect.

#### **Providing education during the first 5 days of a suspension or exclusion**

If the pupil is not attending alternative (AP) provision, the Co-Headteachers will take steps to ensure that achievable and accessible work is set for the pupil. Online pathways such as [Atom, Purple Mash etc.] may be used for this. If the pupil has a special educational need or disability, the Co-Headteachers will make sure that reasonable adjustments are made to the provision where necessary.

If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

### **4.2 The Governing Board**

#### **Considering suspensions and permanent exclusions**

The governing board has a duty to consider parents'/carers'/social workers' representations about a suspension or permanent exclusion.

It has a duty to consider the reinstatement of a suspended or permanently excluded pupil (see the section below titled Governor Review) in certain circumstances.

Within 14 days of receiving a request, the governing board will provide the secretary of state with information about any suspensions or exclusions within the last 12 months.

### **4.3 The Local Authority (LA)**

For permanent exclusions, the LA will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion should other independent school education not be available or required by parents/carers.

For pupils who are looked after or have social workers, the LA and the school will work together to arrange suitable full-time education to begin from the first day of the exclusion.

## **5. Procedures for Serious Misconduct**

### **Investigation Procedure**

**Complaints:** Investigation of a complaint or rumour about serious misconduct will normally be coordinated by the Co-Headteachers. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being expelled or required to leave.

**Suspension:** A pupil may be suspended from the School and required to remain at home or with his/her education guardian while a complaint is being investigated.

**Search:** We may need to search a pupil's space and belongings and ask them to turn out the contents of their pockets or bags, if we consider there is reasonable cause to do so. Clothing will not be searched until the wearer has removed it and care will be taken to ensure appropriate privacy.

This policy does not authorise an intimate search or physical compulsion in removing clothing. If necessary, the police would be called.

**Interview:** A pupil may be interviewed informally by a member of staff in order to establish whether there are grounds for a formal investigation. If the pupil 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 and/or by a parent. A pupil who is waiting to be interviewed may be segregated but made as comfortable as possible, accompanied or visited regularly by a member of staff, and given access to a toilet, telephone and adequate food and drink.

**Ethos:** An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to the School, without formal legal procedures.

### **Disciplinary Meeting**

**Preparation:** The Co-Chair of Governors will be informed of the investigation.

Documents available at the disciplinary meeting before the Co-Headteachers will include:

- A statement setting out the points of complaint against the pupil.
- Written statements and notes of the evidence supporting the complaint, and any relevant correspondence.
- The Co-Headteachers' investigation report.
- The pupil's school file and conduct record as appropriate.
- The relevant school policies and procedures.

**Attendance:** The pupil and their parent/s /carer or social worker will be asked to attend the disciplinary meeting with the Co-Headteachers at which the Co-Headteachers will explain the circumstances of the complaint and his investigation. The pupil may also be accompanied by a member of staff of their choice. The pupil and their parents / carer / social worker will have the opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statement will be disclosed but, in most cases, the anonymity of pupils will be preserved.

**Proceedings:** There are potentially three distinct stages of a disciplinary meeting:

The complaints – the Co-Headteachers will consider the complaints and the evidence, including statements made by and/or on behalf of the pupil. Unless the Co-Headteachers consider that further investigation is needed, they will decide whether the complaint has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. Appropriate reliance may be placed on hearsay evidence but the Co-Headteachers will not normally refer to the pupil's disciplinary record at this stage.

The sanction – if the complaint has been proved the Co-Headteachers will outline the range of disciplinary sanctions which they consider are open to them. The Co-Headteachers will take into account any further statement which the pupil and/or others present on their behalf wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time, normally within 24 hours, the Co-Headteachers will give their decision, either verbally or written, with their reasons.

Leaving status – if the Co-Headteachers decide that the pupil must leave the school they will consult with a parent before deciding on the pupil's leaving status.

**Delayed Effect:** A decision to exclude a pupil shall take effect 72 hours after the decision was first communicated to a parent. Until then, the pupil shall remain suspended and away from the school premises. If within 72 hours the parents have made a written application for a review by the Governors, the pupil shall remain suspended until the Review has taken place.

### **Leaving Status**

**Explanation:** if a pupil is excluded, their leaving status will be “excluded”. However, at times the School recognises that a managed move to a new setting may be more appropriate before an exclusion and their leaving status will be either “removed” or “withdrawn by parents”.

**Detail:** Additional points of leaving status include:

- The form of letter which will be written to the parents and the form of announcement in the School that the pupil has left.
- The form of reference which will be supplied for the pupil.
- The entry which will be made on the school record and the pupil’s status as a leaver.
- Arrangements for transfer of any course and project work to the pupil, their parents or another school.
- Whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.
- Whether the pupil will be eligible for membership to the Past Pupils Association and, if so, from what date.
- The conditions under which the pupil 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 pre-paid fees.

## **6. Governors Review**

**Request for Review:** A pupil or their parents, aggrieved at the Co-Headteacher’s decision to permanently exclude, may make a written application for a Governors’ Review. The application must be received by the Co-Chair of Governors within 72 hours of the decision being notified to a parent, or longer by agreement.

**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.

**Review Panel:** The Review will be undertaken by a three-member sub-committee of the Board of Governors. The panel members will have no detailed previous knowledge of the case or of the pupil or parents and will not normally include a Co-Chair of Governors. Selection of the Review Panel will be made by the Co-Chair of Governors. Parents will be notified in advance of the names of the panel members. Governors involved in suspension or exclusion reviews will receive appropriate training. Fair consideration will be given to any bona fide objection to a particular member of the panel.

**Review Meeting:** The meeting will take place at the school premises normally between 3 and 10 days after the parents’ application has been received. A Review will not normally take place during school holidays. A Review Meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law.

Attendance: Those present at the Review Meeting will normally be:

- Members of the Review Panel and a staff member appointed to take minutes.
- The Co-Headteachers and any relevant member of staff who the pupil or their parents have asked should attend and whom the Co-Headteachers consider should attend in order to secure a fair outcome.
- The pupil together with their parents and, if they wish, a member of the school staff who is willing to speak on the pupil's behalf. The parents may be accompanied by a friend or relation. The Co-Chair of Governors must be given 7 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. The proceedings will not be voice-recorded without the consent of both, the Chair and a parent, and any voice-recordings will be used only to assist the panel members in reaching their decision and formulating their reasons and will belong to the school. The appointed staff member will be asked to keep written minutes of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own 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 their discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

Procedure: The Panel will consider each of the questions raised by the pupil or their parents so far as relevant to:

- Whether the facts of the case were sufficiently proved when the decision taken to expel or remove the pupil. The civil standard of proof, namely "the balance of probability" will apply and;
- Whether the sanction was warranted, that is, whether it was appropriate 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 pupil or their parents are dissatisfied with any aspect of the meeting they must inform the Chair at the time and ask the appointed staff member to note their dissatisfaction and the reasons for it.

Identification: If the Co-Headteachers consider it necessary in the interests of an individual or of the School that the identity of any person should be withheld, the Chair may require that the name of that person and the reasons for withholding be written down and shown to the Panel Members. The Chair at their discretion may direct that the person be identified or not as the case may be.

Pupil's Character: Up to two members of the school staff may speak generally about the pupil's character, conduct and achievements at the School if they are willing to do so.

Decision: When the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, they may adjourn the meeting; alternatively, the Chair may ask those present to withdraw while the Panel considers its decision. In the absence of a significant procedural irregularity, the decision of the Review Panel will be final. It will be notified, with reasons, to the parents by the Chair of the Review Panel or the Co-Chair of Governors by letter, email or telephone within three days of the meeting.

## **7. School registers**

A pupil's name will be removed from the school admission register if:

- 15 school days have passed since the parents/carers were notified of the permanent exclusion, and no application has been made for a Governor Review, or
- The parents/carers have stated in writing that they will not be applying for a Governor Review, or
- The pupil has started at a new school

The school will inform the local authority when a pupil is deleted from the school admission register.

While the pupil's name remains on the school's admission register, the pupil's attendance will still be recorded appropriately. Where alternative provision (of an approved educational activity that does not involve the pupil being registered at any other school) has been made for an excluded pupil and they attend it, code B (education off-site) will be used on the attendance register. During off-site direction to another school or educational establishment, code D (dual registration) will be used.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

## **8. Returning from a suspension**

### **8.1 Reintegration strategy**

Following suspension, or cancelled suspension or exclusion, the school will put in place a strategy to help the pupil reintegrate successfully into school life and full-time education.

Where necessary, the school will work with third-party organisations to identify whether the pupil has any unmet special educational and/or health needs.

The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life for the pupil:

- Maintaining regular contact during the suspension or off-site direction and welcoming the pupil back to school
- Regular contact in school with the Head of Pastoral and Wellbeing or Co-Headteachers
- Mentoring by a trusted adult
- Regular reviews with the pupil and parents/carers to praise progress being made and raise and address any concerns at an early stage
- Informing the pupil, parents/carers and staff of potential external support

Part-time timetables will not be used as a tool to manage behaviour and, if used, will be put in place for the minimum time necessary.

The strategy will be regularly reviewed and adapted where necessary throughout the reintegration process in collaboration with the pupil, parents/carers and other relevant parties.

### **8.2 Reintegration meetings**

The school will clearly explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to school. During the meeting the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.

The pupil, parents/carers, a member of senior staff, and any other relevant staff will be invited to attend the meeting.

The meeting can proceed without the parents/carers in the event that they cannot or do not attend.

The school expects all returning pupils and their parents/carers to attend their reintegration meeting.

## **9. Remote access to meetings**

Parents/carers can request that a governor review meeting be held remotely. If the parents/carers don't express a preference, the meeting will be held in person.

In case of extraordinary or unforeseen circumstances, which mean it is not reasonably practicable for the meeting to be held in person, the meeting will be held remotely.

Remotely accessed meetings are subject to the same procedural requirements as in-person meetings.

The governing board should make sure that the following conditions are met before agreeing to let a meeting proceed remotely:

- All the participants have access to the technology that will allow them to hear, speak, see and be seen
- All the participants will be able participate fully
- The remote meeting can be held fairly and transparently

Social workers always have the option of joining remotely, whether the meeting is being held in person or not, as long as they can meet the conditions for remote access listed above.

The meeting will be rearranged to an in-person meeting without delay if technical issues arise that can't be reasonably resolved and:

- Compromise the ability of participants to contribute effectively, or
- Prevent the meeting from running fairly and transparently

Any recordings will be stored securely in line with data protection requirements.

## **10. Monitoring arrangements**

The school will collect data on the following:

- Permanent exclusions, suspensions and managed moves

The data will be analysed annually and reported to the Governing Board.

The data will be analysed from a variety of perspectives including:

- At school level
- By age group
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any patterns or disparities between groups of pupils are identified by this analysis, the school will review its policies in order to tackle it.

**11. Links with other policies**

This policy is linked to our:

- Better Behaviour policy
- Anti-bullying policy
- SEND policy
- Attendance Policy
- Child protection and safeguarding policy

**Howe Green House School**

**Request for a Governor’s Review of a decision by the Co-Headteachers to exclude a pupil.**

**To: The Co-Chair of Governors of Howe Green House School**

**Name of Pupil:**

**I REQUEST** that a sub-committee (“Panel”) of the Board of Governors carries out a review of the Co-Headteachers’ decision to expel the above-named pupil. I agree that the review will be carried out in accordance with the Review Procedure supplied to us with this form and I agree to abide by the terms of that Procedure and in particular that the proceedings are and will remain confidential and that the Governors’ Review will be final, subject to such (if any) legal rights as may exist.

**I CONFIRM** that I am a person with parental responsibility for the above named pupil and that I have consulted the pupil who wishes the Review to be undertaken.

**I UNDERSTAND** that the panel will be concerned with the fairness and proportionality of the Co-Headteachers’ decision in accordance with the School’s existing policies (where applicable and relevant) on educational pastoral care and administration matters.

**WE UNDERSTAND** that we may be accompanied at the Review Meeting by a friend or relation who is not legally qualified and that we may ask up to two members of the School staff to attend the meeting and speak on behalf of the pupil if they are willing to do so.

**THE GROUNDS** upon which we seek a Review and the matters which we wish to discuss at the Review and to ask the Panel to take into accounts are as set out in a statement attached to this sheet.

(Two signatures required where practicable)

First Signature ..... Second Signature .....

Full Name ..... Full Name .....

Relationship to Pupil ..... Relationship to Pupil .....

Address ..... Address .....

.....

.....

Telephone Numbers

Telephone Numbers

Daytime ..... Daytime .....

Evening ..... Evening .....

Date ..... Date .....

Please return this form to the Operations Officer and Co-Headteachers' PA Mrs Emily Brown  
Emily.b@howegreenhouse.org

Reviewed by Education Committee of Governing Board.

Updated – February 2025

Co-Headteacher: Paul Bailey and Anna Lipani

Chair of Education Committee: Mary Sanders

## Howe Green House School

**This Policy also includes Little Oaks Nursery and Before and After School Provision**

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[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement.](#)

It is based on the following legislation, which outlines schools' powers to exclude pupils:

- Section 51a of the [Education Act 2002](#), as amended by the [Education Act 2011](#)
- [The School Discipline \(Pupil Exclusions and Reviews\) \(England\) Regulations 2012](#)

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which sets out parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)
- [The Equality Act 2010](#)
- [Children and Families Act 2014](#)

## **3. Definitions**

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school admission register. This is sometimes referred to as an 'exclusion'.

Off-site direction – where the school arranges for a pupil to attend another education setting temporarily to support behavioural improvement, in line with safeguarding and parental agreement.

Parent/carers – any person who has parental responsibility and any person who has care of the child.

Managed move – when a pupil is transferred to another school permanently. All parties, including parents/carers and the admission authority for the new school, should consent before a managed move occurs.

The main categories of misconduct which may result in permanent exclusion or removal are:

- Verbal abuse or threatening behaviour against a pupil or adult
- Use, or threat of use, of an offensive weapon or prohibited item
- Discriminatory abuse, e.g. racist, homophobic or transphobic
- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco.
- Theft, blackmail, physical violence or persistent bullying.
- Misconduct of a sexual nature; including supply and possession of pornography.
- Vandalism and computer hacking.
- Persistent attitudes or behaviour which are inconsistent with the School's ethos.
- Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.

Other Circumstances: A pupil may be required to leave if, after all the appropriate consultation the Co-Headteachers are satisfied that it is not in the best interests of the pupil, or of the School, that they remain at the School.

## **4. Roles and responsibilities**

### **4.1 The Co-Headteachers**

#### **Deciding whether to suspend or exclude**

Only the Co-Headteachers can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The Co-Headteachers will only use permanent exclusion as a last resort.

A decision to suspend a pupil will be taken only:

- In accordance with the school's behaviour policy
- To provide a clear signal of what is unacceptable behaviour
- To show a pupil that their current behaviour is putting them at risk of permanent exclusion
- Where suspensions have become a regular occurrence, the Co-Headteachers will consider whether suspensions alone are an effective sanction and whether additional strategies need to be put in place to address behaviour issues.

A decision to exclude a pupil will be taken only:

In response to serious or persistent breaches of the school's behaviour policy, **and**  
If allowing the pupil to remain in school would seriously harm the education or welfare of others.

Before deciding whether to suspend or exclude a pupil, the Co-Headteachers will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion was/were provoked
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))

- Consider whether all alternative solutions have been explored, such as:
  - o For suspensions: internal exclusion or other sanctions provided for in the behaviour policy
  - o For permanent exclusions: off-site direction or managed moves

The Co-Headteachers will consider the views of the pupil, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

Pupils who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent/carer or social worker.

The Co-Headteachers will not reach their decision until they have heard from the pupil, and will inform the pupil of how their views were taken into account when making the decision.

### **Informing parents/carers**

If a pupil is at risk of suspension or exclusion, the Co-Headteachers will inform the parents/carers as early as possible, in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the Co-Headteachers decide to suspend or exclude a pupil, the parents/carers/pupil will be informed, in person or by telephone, of the period of the suspension or exclusion and the reason(s) for it, without delay.

The parents/carers/pupil will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension or permanent exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- Information about the parents'/carers'/pupil's right to make representations about the suspension or permanent exclusion to the governing board and, where the pupil is attending alongside parents/carers, how they may be involved in this
- How any representations should be made
- That parents/carers/the pupil have the right to request that the meetings be held remotely, and how and to whom they should make this request

If the pupil is of compulsory school age, the Co-Headteachers will also notify parents/carers without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of the suspension or exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents/carers are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies
- Parents/carers may be given a fixed penalty notice or prosecuted if they fail to do this

If alternative provision is being arranged, the following information will be included, if possible:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information the pupil needs in order to identify the person they should report to on the first day

If the Co-Headteachers do not have all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without delay and no later than 48 hours before the provision is due to start.

The only exception to this is where alternative provision is to be provided before the sixth day of a suspension or permanent exclusion, in which case the school reserves the right to provide the information with less than 48 hours' notice, with parents'/carers' consent.

If the Co-Headteachers cancel the suspension or permanent exclusion, they will notify the parents/carers without delay, and provide a reason for the cancellation.

### **Informing the governing board**

The Co-Headteachers will, without delay, notify the governing board of:

- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a pupil
- Any suspension or permanent exclusion that would result in the pupil being suspended or permanently excluded for a total of more than 5 school days in a term
- Any suspension or permanent exclusion that has been cancelled, including the reason for the cancellation

### **Informing the local authority (LA)**

The Co-Headteachers will notify the LA of permanent exclusions without delay.

The notification will include the reason(s) for the permanent exclusion.

If the pupil lives outside the LA in which the school is located, the Co-Headteachers will inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

The Co-Headteachers must notify the LA without delay of any cancelled exclusions, including the reason the exclusion was cancelled.

### **Informing the pupil's social worker**

If a **pupil with a social worker** is at risk of suspension or permanent exclusion, the Co-Headteachers will inform **the social worker** as early as possible. This is so they can work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the Co-Headteachers decide to suspend or permanently exclude a pupil with a social worker, they will inform the pupil's social worker without delay, that:

- They have decided to suspend or permanently exclude the pupil
- The reason(s) for the decision
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- They have decided to cancel a suspension or permanent exclusion, and why (where relevant)
- The social worker will be invited to any meeting of the governing board about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks, and the pupil's welfare are taken into account.

### **Cancelling suspensions and permanent exclusions**

The Co-Headteachers may cancel a suspension or permanent exclusion that has already begun, or one that has not yet begun, but only where it has not yet been reviewed by the governing board.

Where there is a cancellation:

- The parents/carers, governing board and LA will be notified without delay
- Where relevant, any social worker will be notified without delay
- The notification must provide the reason for the cancellation
- The governing board's duty to hold a meeting and consider reinstatement ceases
- Parents/carers will be offered the opportunity to meet with the Co-Headteachers to discuss the cancellation, which will be arranged without delay
- The pupil will be allowed back in school without delay

Any days spent out of school as a result of any exclusion, prior to the cancellation, will count towards the maximum of 45 school days permitted in any school year.

A permanent exclusion cannot be cancelled if the pupil has already been excluded for more than 45 school days in a school year or if they will have been so by the time the cancellation takes effect.

#### **Providing education during the first 5 days of a suspension or exclusion**

If the pupil is not attending alternative (AP) provision, the Co-Headteachers will take steps to ensure that achievable and accessible work is set for the pupil. Online pathways such as [Atom, Purple Mash etc.] may be used for this. If the pupil has a special educational need or disability, the Co-Headteachers will make sure that reasonable adjustments are made to the provision where necessary.

If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

### **4.2 The Governing Board**

#### **Considering suspensions and permanent exclusions**

The governing board has a duty to consider parents'/carers'/social workers' representations about a suspension or permanent exclusion.

It has a duty to consider the reinstatement of a suspended or permanently excluded pupil (see the section below titled Governor Review) in certain circumstances.

Within 14 days of receiving a request, the governing board will provide the secretary of state with information about any suspensions or exclusions within the last 12 months.

### **4.3 The Local Authority (LA)**

For permanent exclusions, the LA will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion should other independent school education not be available or required by parents/carers.

For pupils who are looked after or have social workers, the LA and the school will work together to arrange suitable full-time education to begin from the first day of the exclusion.

## **5. Procedures for Serious Misconduct**

## **Investigation Procedure**

**Complaints:** Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the Co-Headteachers. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being expelled or required to leave.

**Suspension:** A pupil may be suspended from the School and required to remain at home or with his/her education guardian while a complaint is being investigated.

**Search:** We may need to search a pupil's space and belongings and ask them to turn out the contents of their pockets or bags, if we consider there is reasonable cause to do so. Clothing will not be searched until the wearer has removed it and care will be taken to ensure appropriate privacy. This policy does not authorise an intimate search or physical compulsion in removing clothing. If necessary, the police would be called.

**Interview:** A pupil may be interviewed informally by a member of staff in order to establish whether there are grounds for a formal investigation. If the pupil 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 and/or by a parent. A pupil who is waiting to be interviewed may be segregated but made as comfortable as possible, accompanied or visited regularly by a member of staff, and given access to a toilet, telephone and adequate food and drink.

**Ethos:** An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to the School, without formal legal procedures.

## **Disciplinary Meeting**

**Preparation:** The Co-Chair of Governors will be informed of the investigation.

Documents available at the disciplinary meeting before the Co-Headteachers will include:

- A statement setting out the points of complaint against the pupil.
- Written statements and notes of the evidence supporting the complaint, and any relevant correspondence.
- The Co-Headteachers' investigation report.
- The pupil's school file and conduct record as appropriate.
- The relevant school policies and procedures.

**Attendance:** The pupil and their parent/s /carer or social worker will be asked to attend the disciplinary meeting with the Co-Headteachers at which the Co-Headteachers will explain the circumstances of the complaint and his investigation. The pupil may also be accompanied by a member of staff of their choice. The pupil and their parents / carer / social worker will have the opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statement will be disclosed but, in most cases, the anonymity of pupils will be preserved.

**Proceedings:** There are potentially three distinct stages of a disciplinary meeting:

The complaints – the Co-Headteachers will consider the complaints and the evidence, including statements made by and/or on behalf of the pupil. Unless the Co-Headteachers consider that further investigation is needed, they will decide whether the complaint has

been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. Appropriate reliance may be placed on hearsay evidence but the Co-Headteachers will not normally refer to the pupil's disciplinary record at this stage.

The sanction – if the complaint has been proved the Co-Headteachers will outline the range of disciplinary sanctions which they consider are open to them. The Co-Headteachers will take into account any further statement which the pupil and/or others present on their behalf wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time, normally within 24 hours, the Co-Headteachers will give their decision, either verbally or written, with their reasons.

Leaving status – if the Co-Headteachers decide that the pupil must leave the school they will consult with a parent before deciding on the pupil's leaving status.

**Delayed Effect:** A decision to exclude a pupil shall take effect 72 hours after the decision was first communicated to a parent. Until then, the pupil shall remain suspended and away from the school premises. If within 72 hours the parents have made a written application for a review by the Governors, the pupil shall remain suspended until the Review has taken place.

### **Leaving Status**

**Explanation:** if a pupil is excluded, their leaving status will be "excluded". However, at times the School recognises that a managed move to a new setting may be more appropriate before an exclusion and their leaving status will be either "removed" or "withdrawn by parents".

**Detail:** Additional points of leaving status include:

- The form of letter which will be written to the parents and the form of announcement in the School that the pupil has left.
- The form of reference which will be supplied for the pupil.
- The entry which will be made on the school record and the pupil's status as a leaver.
- Arrangements for transfer of any course and project work to the pupil, their parents or another school.
- Whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.
- Whether the pupil will be eligible for membership to the Past Pupils Association and, if so, from what date.
- The conditions under which the pupil 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 pre-paid fees.

## **6. Governors Review**

**Request for Review:** A pupil or their parents, aggrieved at the Co-Headteacher's decision to permanently exclude, may make a written application for a Governors' Review. The application must be received by the Co-Chair of Governors within 72 hours of the decision being notified to a parent, or longer by agreement.

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.

Review Panel: The Review will be undertaken by a three-member sub-committee of the Board of Governors. The panel members will have no detailed previous knowledge of the case or of the pupil or parents and will not normally include a Co-Chair of Governors. Selection of the Review Panel will be made by the Co-Chair of 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.

Review Meeting: The meeting will take place at the school premises normally between 3 and 10 days after the parents' application has been received. A Review will not normally take place during school holidays. A Review Meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law.

Attendance: Those present at the Review Meeting will normally be:

- Members of the Review Panel and a staff member appointed to take minutes.
- The Co-Headteachers and any relevant member of staff who the pupil or their parents have asked should attend and whom the Co-Headteachers consider should attend in order to secure a fair outcome.
- The pupil together with their parents and, if they wish, a member of the school staff who is willing to speak on the pupil's behalf. The parents may be accompanied by a friend or relation. The Co-Chair of Governors must be given 7 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. The proceedings will not be voice-recorded without the consent of both, the Chair and a parent, and any voice-recordings will be used only to assist the panel members in reaching their decision and formulating their reasons and will belong to the school. The appointed staff member will be asked to keep written minutes of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own 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 their discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

Procedure: The Panel will consider each of the questions raised by the pupil or their parents so far as relevant to:

- Whether the facts of the case were sufficiently proved when the decision taken to expel or remove the pupil. The civil standard of proof, namely "the balance of probability" will apply and;
- Whether the sanction was warranted, that is, whether it was appropriate 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 pupil or their parents are dissatisfied with any aspect of the meeting they must inform the Chair at the time and ask the appointed staff member to note their dissatisfaction and the reasons for it.

Identification: If the Co-Headteachers consider it necessary in the interests of an individual or of the School that the identity of any person should be withheld, the Chair may require that the name of that person and the reasons for withholding be written down and shown to the Panel Members. The Chair at their discretion may direct that the person be identified or not as the case may be.

Pupil's Character: Up to two members of the school staff may speak generally about the pupil's character, conduct and achievements at the School if they are willing to do so.

Decision: When the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, they may adjourn the meeting; alternatively, the Chair may ask those present to withdraw while the Panel considers its decision. In the absence of a significant procedural irregularity, the decision of the Review Panel will be final. It will be notified, with reasons, to the parents by the Chair of the Review Panel or the Co-Chair of Governors by letter, email or telephone within three days of the meeting.

## **7. School registers**

A pupil's name will be removed from the school admission register if:

- 15 school days have passed since the parents/carers were notified of the permanent exclusion, and no application has been made for a Governor Review, or
- The parents/carers have stated in writing that they will not be applying for a Governor Review, or
- The pupil has started at a new school

The school will inform the local authority when a pupil is deleted from the school admission register.

While the pupil's name remains on the school's admission register, the pupil's attendance will still be recorded appropriately. Where alternative provision (of an approved educational activity that does not involve the pupil being registered at any other school) has been made for an excluded pupil and they attend it, code B (education off-site) will be used on the attendance register. During off-site direction to another school or educational establishment, code D (dual registration) will be used.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

## **8. Returning from a suspension**

### **8.1 Reintegration strategy**

Following suspension, or cancelled suspension or exclusion, the school will put in place a strategy to help the pupil reintegrate successfully into school life and full-time education.

Where necessary, the school will work with third-party organisations to identify whether the pupil has any unmet special educational and/or health needs.

The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life for the pupil:

- Maintaining regular contact during the suspension or off-site direction and welcoming the pupil back to school
- Regular contact in school with the Head of Pastoral and Wellbeing or Co-Headteachers

- Mentoring by a trusted adult
- Regular reviews with the pupil and parents/carers to praise progress being made and raise and address any concerns at an early stage
- Informing the pupil, parents/carers and staff of potential external support

Part-time timetables will not be used as a tool to manage behaviour and, if used, will be put in place for the minimum time necessary.

The strategy will be regularly reviewed and adapted where necessary throughout the reintegration process in collaboration with the pupil, parents/carers and other relevant parties.

## **8.2 Reintegration meetings**

The school will clearly explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to school. During the meeting the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.

The pupil, parents/carers, a member of senior staff, and any other relevant staff will be invited to attend the meeting.

The meeting can proceed without the parents/carers in the event that they cannot or do not attend.

The school expects all returning pupils and their parents/carers to attend their reintegration meeting.

## **9. Remote access to meetings**

Parents/carers can request that a governor review meeting be held remotely. If the parents/carers don't express a preference, the meeting will be held in person.

In case of extraordinary or unforeseen circumstances, which mean it is not reasonably practicable for the meeting to be held in person, the meeting will be held remotely.

Remotely accessed meetings are subject to the same procedural requirements as in-person meetings.

The governing board should make sure that the following conditions are met before agreeing to let a meeting proceed remotely:

- All the participants have access to the technology that will allow them to hear, speak, see and be seen
- All the participants will be able participate fully
- The remote meeting can be held fairly and transparently

Social workers always have the option of joining remotely, whether the meeting is being held in person or not, as long as they can meet the conditions for remote access listed above.

The meeting will be rearranged to an in-person meeting without delay if technical issues arise that can't be reasonably resolved and:

- Compromise the ability of participants to contribute effectively, or
- Prevent the meeting from running fairly and transparently

## **10. Monitoring arrangements**

The school will collect data on the following:

- Permanent exclusions, suspensions and managed moves

The data will be analysed annually and reported to the Governing Board.

The data will be analysed from a variety of perspectives including:

- At school level
- By age group
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any patterns or disparities between groups of pupils are identified by this analysis, the school will review its policies in order to tackle it.

### 11. Links with other policies

This policy is linked to our:

- Better Behaviour policy
- Anti-bullying policy
- SEND policy
- Attendance Policy
- Child protection and safeguarding policy

## Howe Green House School

### Request for a Governor’s Review of a decision by the Co-Headteachers to exclude a pupil.

**To: The Co-Chair of Governors of Howe Green House School**

**Name of Pupil:**

**I REQUEST** that a sub-committee (“Panel”) of the Board of Governors carries out a review of the Co-Headteachers’ decision to expel the above-named pupil. I agree that the review will be carried out in accordance with the Review Procedure supplied to us with this form and I agree to abide by the terms of that Procedure and in particular that the proceedings are and will remain confidential and that the Governors’ Review will be final, subject to such (if any) legal rights as may exist.

**I CONFIRM** that I am a person with parental responsibility for the above named pupil and that I have consulted the pupil who wishes the Review to be undertaken.

**I UNDERSTAND** that the panel will be concerned with the fairness and proportionality of the Co-Headteachers’ decision in accordance with the School’s existing policies (where applicable and relevant) on educational pastoral care and administration matters.

**WE UNDERSTAND** that we may be accompanied at the Review Meeting by a friend or relation who is not legally qualified and that we may ask up to two members of the School staff to attend the meeting and speak on behalf of the pupil if they are willing to do so.

**THE GROUNDS** upon which we seek a Review and the matters which we wish to discuss at the Review and to ask the Panel to take into accounts are as set out in a statement attached to this sheet.

(Two signatures required where practicable)

First Signature ..... Second Signature .....

Full Name ..... Full Name .....

Relationship to Pupil ..... Relationship to Pupil .....

Address ..... Address .....

.....

.....

Telephone Numbers Telephone Numbers

Daytime ..... Daytime .....

Evening ..... Evening .....

Date ..... Date .....

Please return this form to the Operations Officer and Co-Headteachers' PA Mrs Emily Brown  
Emily.b@howegreenhouse.org

Reviewed by Education Committee of Governing Board.

Updated: February 2026

Co-Headteacher: Paul Bailey and Anna Lipani

Chair of Education Committee: Mary Sanders

Next Review: February 2027