



Panel Procedure for Appeal on Permanent Exclusions

1. When an appeal is made to the Council of Governors regarding a permanent exclusion, the Chair of Governors will convene a panel of not less than three governors to consider the appeal. One member among the appeals panel shall be appointed as the panel chair.
2. The appeal must be decided within 30 days of receipt of the appeal by the Chair of Governors in accordance with the Student Exclusion Policy's [Implementation Guidelines](#).
3. All governors on the appeals panel must act fairly and impartially and are required to declare any conflict of interest or potential conflict of interest to the panel chair at the earliest opportunity.
4. Upon receipt of the appeal, the Head of Governance will request for the following:
 - a) The record of evidence from the school to support the decision to exclude; and
 - b) Any other documentation or written representation that the student's family would like to provide.
5. The Head of Governance will prepare a meeting pack with the necessary documents for consideration by the panel. This will also include any relevant school policy. The meeting pack will be provided on a confidential basis and access to the pack will be removed once the panel has reached a decision. The documents therein will be stored confidentially by the school.
6. The Head of Governance will prepare detailed minutes of the panel's deliberations and decision which will be stored confidentially by the school once they have been confirmed by panel members.
7. The purpose of an appeal is limited to procedural grounds only and the panel shall consider if the decision to exclude complied with the processes and procedures set out in the school's published policies. This includes ensuring that the reason for the exclusion fell within the Student Exclusion Policy:
 - a) The panel may, in their deliberations, seek clarification from the Head of School and other members of the school regarding the



processes and procedures that were taken in coming to the decision to exclude.

- b) The panel may make a decision to direct the reinstatement of a student if it finds that there were procedural irregularities that resulted in a clearly unfair, discriminatory or disproportionate outcome.
8. Upon considering the appeal, the panel can make the following decisions:
 - a) Decline to reinstate the student and uphold the decision on permanent exclusion; or
 - b) Direct the Campus Principal and Head of School to reinstate the student by a given date.
 9. The panel's final decision on the appeal will be communicated to the student's parents by the Chair of the Appeals Panel in writing within five working days from the decision.
 10. The panel's final decision on the appeal concludes the appeals process and is binding on all parties to the appeal.
 11. This procedure is scheduled for review every two years by the Governance Subcommittee.

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