

## **Procedure for a Required Withdrawal**

There are circumstances in the School community when the actions of pupils and/or parents are not compatible with the ethos and aims of the School. In such circumstances it may be necessary to take action to prevent harm being caused to the School community. In certain situations, the exclusion policy will not be appropriate. When necessary this Required Withdrawal Procedure will apply at the discretion of the Education Manager.

*Parents may be required during term time or at the end of term to remove a pupil either temporarily or permanently from the School if, in the opinion of the Education Manager, and at his/her discretion, the pupils continued attendance at the School, and/or the continuation of the relationship between the School and the pupil's parents is such that:*

- The pupil is unwilling or unable to benefit sufficiently from the educational and other opportunities offered by the School; or
- The pupil's attendance and/or nature of the School/parent relationship pertaining to that pupil is not compatible with the efficient running and management of the school; or
- Where the pupil or the parent's/parents' continued relationship with the School is not compatible with the aims and objectives of a Steiner education; or
- Where other unforeseen circumstances apply, in the reasonable judgement of the Education Manager, who shall consult with the parents should the circumstances as described above arise, before making a decision to require the withdrawal of a pupil from the School.

The Education Manager shall make such a decision in writing. No notice period is necessary for a required withdrawal. The Education Manager shall act with procedural fairness in making such a decision to require the withdrawal of a pupil.

Parents may ask for a review of this decision and must do so in writing with grounds, within 7 days a receipt of the Education



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Manager's letter requiring the withdrawal of their child. A review will be carried out by the Board of the Trustees. The members of the Board who shall carry out the review will have had no involvement in the taking of the decision to require the withdrawal of a pupil.

The parents will be informed of those members of the board who shall consider the review. The Board's review will be conducted under fair procedures and in accordance with the requirements of natural justice. An oral hearing may not (at the discretion of the Board) be necessary. The Board shall provide its decision in writing. Until such time as the review of the Education Manager's decision is completed by the Board, the pupil shall not be permitted to attend the School.