

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **APPEALS PROCEDURE FOR SUSPENSIONS AND EXPULSIONS**

- A) Where a child has been suspended or expelled from the school, the parents/guardians have a right of appeal.
- B) Parents/guardians may in the first instance request a meeting with the Head Teacher. Parents/guardians should request such a meeting within seven days of receiving notice of suspension/expulsion; with regard to suspension a meeting time within 48hrs would be advised given that a suspension period would ordinarily be for one full week.
- C) Parents/guardians may proceed to a second stage within seven days of receiving the Head Teachers decision following the initial appeal meeting. A second meeting would then be arranged within the following fourteen days (depending upon availability of key personnel) at which parents/guardians may have a third party present as an observer. The Managing Director of Dukes Education (colleges) would be in attendance to listen to representations from parents/guardians and to advise on a decision accordingly. The Managing Director would not ordinarily have played a part in the initial decision to suspend or expel the student in question.

*To be issued upon request*