



## **Procedure for a Required Withdrawal**

Policy owner	Headteacher	September 2025
Formally endorsed by	Trustees	
Review date		September 2027

## **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 Headteacher.

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 Headteacher, 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.
- Where other unforeseen circumstances apply, in the reasonable judgement of the Headteacher.

The Headteacher 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 Headteacher shall make such a decision in writing. No notice period is necessary for a required withdrawal.

The Headteacher 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 5 days a receipt of the Headteacher's letter requiring the withdrawal of their child.

Until such time as the review of the Headteacher's decision is completed by the Board, the pupil shall not be permitted to attend the School.

### **Decision Taken**

- Any pupils required to be withdrawn or expelled whether temporarily or permanently shall not be entitled to enter the School premises for the duration of the period stipulated, without the written permission of the Head Teacher.
- Parents may ask for a review of such a decision and must do so in writing with grounds, within 5 days of receipt of the decision. A review will be carried out by the Trustees. The Trustees 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 Trustees who shall consider the review.

- The Trustees' review will be conducted under fair procedure and in accordance with the requirements of natural justice. An oral hearing may not (at the discretion of the Trustees) be necessary.
- The Trustees shall provide their decision in writing. Until such time as the review of the Head Teachers' decision is completed by the Trustees, the pupil shall not be permitted to attend the School.
- It would not normally be anticipated that a decision to temporarily require the withdrawal of a pupil or temporarily expel a pupil will be subject to review by way of a hearing. Such a decision should, absent exceptional circumstances, be reviewed by way of a paper application.
- Should it be substantially difficult to arrange such a panel of three Trustees, a panel of Trustees and person(s) wholly independent of the management and running of the School shall be selected by the Trustees.