



Exclusion Policy

School Division: Whole

Policy Division: Pastoral and Safeguarding

Policy Owner: School Principal

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1. Introduction

This policy informs practice in the Prep School, Boarding Houses and Senior School.

The decision to exclude a student (permanent [expulsion] or fixed term) will be taken in the following circumstances:

- In response to a serious breach of the School's Rules and Regulations with regard to behaviour.
- If allowing a student to remain in School would seriously harm the education or welfare of the student or others in the School.

2. Rationale

This policy is a key part of our rules and regulations regarding student behaviour and deals with the policy and practice which informs the School's use of exclusion. It is underpinned by a commitment to ensure the safety and well-being of all members of the School community, and to maintain an appropriate educational and supportive environment in which all can learn and succeed and continue to get better, and that reflects the school's values

- **Ambition:** Becoming your own best, regardless of starting point, in order to bring your greatest self to life.
- **Open Mindedness:** Be receptive to other ideas and new experiences. Respect and celebrate the best in yourself, others, and society.
- **Responsibility:** Become reliable, dependable and accountable for your actions and decisions, Develop the skills to challenge opinions and behaviours.
- **Courage:** Learn from mistakes, develop ways to meet challenges and take calculated risks in the pursuit of personal growth and new possibilities.
- **Integrity:** Be consistent, honest and authentic in your relationships, being true to yourself and others.

3. Examples of behaviours resulting in exclusion

Exclusion is an extreme sanction and is only administered by the Principal or, in the absence of the Principal, the Deputy Principal Senior, Vice Principal Prep. Exclusion, whether fixed term (suspension) or permanent (expulsion) may be used for any of the following, all of which constitute examples of unacceptable conduct, and are serious infringements of the School's Rules and Regulations on behaviour:

- The earlier stages of the Behaviour Policy sanctions have been used and the student's behaviour has not improved or continued rule breaking;
- In the reasonable judgement of the Principal this is in the best interests of the student, their peers, staff or the school.
- The use or threatened use of physical violence against any person inside or outside the school, including verbal abuse, intimidation or threats against staff;
- The behaviour being addressed puts the student's or others' safety at risk;
- Breaches of examination regulations or any other forms of cheating;
- Vandalisation or arson of school property
- The student has been found to be in possession of drugs/alcohol or drug/alcohol paraphernalia, or attempted to supply the drugs/alcohol;
- The student has seriously breached UK law or School rules;
- Behaviour outside of school, harming safety and wellbeing of individuals
- Child on child abuse, harmful sexual behaviour.
- Radicalisation and extremism

This is not an exhaustive list and there may be other situations where the Principal makes the judgement that exclusion is an appropriate sanction

4. Exclusion Procedure

Most exclusions are of a fixed term nature and are of short duration (usually between one and three days). The DfE regulations allow the Principal to exclude a student for one or more fixed periods not exceeding 45 school days in any school year.

The Principal will promptly review all permanent exclusions from the School and all fixed term exclusions that would lead to a student being excluded for over 15 days in a school term or missing a public examination. Exclusion data is also shared with the Head of Safeguarding and Health and Safety of the International School's Partnership.

Before being excluded from the School, the student concerned would expect to see the Principal, or Deputy Principal Senior or Vice Principal Prep accompanied by a pastoral leader, in order to have their voice heard. In certain circumstances where a student is asked to leave school quickly, usually for safety reasons, interviews may be conducted online.

Following exclusion, parents are contacted immediately. A letter will be sent by email from the Principal, or Assistant Principal Pastoral, giving details of the exclusion and the date the exclusion ends.

If for some reason the parents/guardians are unable to take responsibility for an excluded student, he/she will be isolated from other students in a suitable location until either the parents/guardians are able to collect the student or the exclusion comes to an end. Under no circumstances would a student be sent home unaccompanied unless this had been agreed by the parents/guardians.

A readmission interview will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Leadership Team (usually the Assistant Principal) together with the

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student's pastoral leader. Where it is deemed necessary a Pastoral Support Plan will be drawn up. This needs to be agreed with the school, student and parents.

If two student parties are involved in the exclusion decision, the school will ensure that restorative practices designed to restore relationships take place, to ensure that all students feel safe and comfortable at school.

During the course of a fixed term exclusion where the student is to be at home, parents are advised that the student is not allowed on the School premises and that daytime supervision is their responsibility, as parents/guardians. It is the School's responsibility to ensure through the Form Teacher/Tutor, that work is set for the student during their 'absence' from School. This will be done using Google Classroom. Boarding pupils may go to their allocated Guardian.

5. Permanent Exclusion

The decision to exclude a student permanently (expulsion) is a serious one. There are two main types of situations in which permanent exclusion may be considered.

The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort.

The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence.

The School will consider Police involvement for any of the above offences, as well as Children's services, to ensure the welfare of the students involved.

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the School or the student concerned.

The decision to exclude must be rational; reasonable; fair and proportionate. Before deciding whether to exclude a student either permanently or for a fixed period the Principal will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations,
- Take into account both mitigating and aggravating factors.
- Allow the student to give her/his version of events, with appropriate supporting adults in place

Examples of possible mitigating factors are:

- Provocation e.g. as a result of persistent bullying or racial abuse
- The student's general medical and emotional condition
- A student being new to the school (possible unawareness of the behaviour code)
- Coercion or being encouraged by others
- A relatively minor role in the incident compared to others
- An impulsive act or one committed in the heat of the moment
- A first offence
- Previous behaviour and character of the student suggesting that repetition is unlikely
- An apology for the behaviour
- Showing repentance and willingness to assume responsibility
- Voluntary cooperation with the investigation

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- Admission of the offence(s)
- Readiness to make restitution towards the victim(s)

Examples of possible aggravating factors are:

- Failing to heed warnings about similar behaviour in the past
- Previous warnings about the risk of exclusion
- Premeditated offence(s)
- Use of a weapon
- A history of similar incidents
- Witness intimidation
- The victim(s) sustaining physical injury requiring medical attention
- The victim being particularly vulnerable e.g. a much younger or weaker student
- Ignoring significant previous support from the school to modify his/her behaviour
- Encouraging others to behave inappropriately in relation to the offence
- Showing no contrition or no willingness to accept responsibility
- Not cooperating with the investigation, or worse, actively seeking to frustrate it

There is no requirement to have hard evidence proof. The decision can be made on a balance of probabilities, meaning that the incident is more likely than not to have occurred.

Students will generally be externally suspended subject to a final decision to allow time for full consideration of the facts.

If the decision to permanently exclude is made, the Principal (or Deputy/Vice) will aim to invite the student, and parent into school to communicate the decision. If necessary this may be required to be conducted online, or over the phone.

A formal letter will then be sent to the parent from the Principal detailing the reason for permanent exclusion including information on the right to appeal.

If a student is permanently excluded, the school will notify the local authority of intention to off-roll.

6. Behaviour Outside School

Students' behaviour outside School on school 'business' for example, school trips and journeys, away school sports fixtures or a work experience placement, is subject to the School's rules and regulations on student behaviour.

For behaviour outside School but not on school business this policy will still have effect if there is a clear link between that behaviour and maintaining good standards of behaviour in the School as a whole, or the safety and well being of members of the school community. This includes also incidences of child on child abuse, and harmful sexual behaviour. This includes incidents online as well as offline.

If the behaviour meets the School criteria for exclusion then the Principal may decide to exclude.

7. Appeals against Exclusion

A parent has the right to appeal a permanent exclusion if they believe the school has breached the procedures set out in this policy.

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To initiate an appeal, parents must submit a written request for a hearing, addressed to the Principal, **clearly outlining the grounds for appeal**. This must be done no later than 10 school days after receiving the decision to permanently exclude their child.

The matter will be referred to the Regional Managing Director (RMD) at the International Schools Partnership. The RMD will either schedule and chair a hearing or nominate a person of appropriate independence and seniority to do so on their behalf.

Records relating to the decision to exclude, along with any documents submitted by the parents, will be shared with all parties no later than two school days prior to the hearing.

In no circumstances will the school or its staff be required to disclose to parents—or others—the identities of pupils or individuals who have provided information that led to the exclusion, or whose identities are protected as part of the investigation.

Parents may be accompanied at the hearing by one other person, such as a relative, teacher, or friend. Legal representation is not normally appropriate.

Where possible, the RMD will aim to resolve the matter without further investigation. If further investigation is deemed necessary, the RMD will determine how this should be conducted.

After due consideration of all relevant information, the RMD will reach a decision to either uphold or rescind the exclusion, or to make other appropriate recommendations. This decision will normally be made within ten school days of the hearing.

The RMD will write to the parents informing them of the outcome and the reasons for the decision. The RMD's decision will be final. A written summary of findings and any recommendations will also be provided to the Principal and the parents.

This policy is made available to parents on request and via the school's website.

Addendum 1

Permanent Exclusion Checklist- Internal use only.

Part 1 - Decision

No	ITEM	YES	NO
1	Student name:		
2	For which reason(s) are you considering permanent exclusion? a. The earlier stages of the Behaviour Policy sanctions have been used and the student's behaviour has not improved or continued rule breaking; b. In the reasonable judgement of the Principal, this is in the best interests of the student, their peers, staff or the school. c. The use or threatened use of physical violence against any person inside or outside the school, including verbal abuse, intimidation or threats against staff; d. The behaviour being addressed puts the student's or others' safety at risk; e. Breaches of examination regulations or any other forms of cheating; f. Vandalisation or arson of school property g. The student has been found to be in possession of drugs/alcohol or drug/alcohol paraphernalia, or attempted to supply the drugs/alcohol; h. The student has seriously breached UK law or School rules; i. Behaviour outside of school, harming safety and wellbeing of individuals j. Child on child abuse, harmful sexual behaviour k. Radicalisation and extremism This is not an exhaustive list and there may be other situations where the Principal makes the judgement that exclusion is an appropriate sanction	☐ 	☐
3	Are there suitable notes on Isams/myconcern to demonstrate the steps taken by the school at each stage, including previous sanctions / strategies adopted to modify behaviour?	☐	☐
4	Have the parent(s) been informed of any previous disciplinary matters and/or behaviour issues, if relevant?	☐	☐

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5	Has the parent(s) been advised that exclusion is being considered?	☐	☐
6	Has the agent been advised that exclusion is being considered (if applicable)?	☐	☐
7	Do we have a written statement from the student?	☐	☐
8	Has a meeting taken place with the student, the Principal (or deputy/ vice where required) and a member of staff to represent the student?	☐	☐
9	Has the SEND profile of the student been taken into account?	☐	☐
10	If so, is the school satisfied that he / she is not being treated less favourably than SEND students without justification and has the duty to make reasonable adjustments been complied with?	☐	☐
11	Further notes on the case – for example further detail on reasons for permanent exclusion, expected outcome and/or timeline:		

● Part 2 – Authorisation process

No	ITEM	YES	NO
12	Has the RMD been consulted on the decision?	☐	☐
13	Has all the evidence been presented? And all the relevant mitigating and aggravating factors considered?	☐	☐
14	Are they in agreement on the outcome of the investigation and the sanction to be imposed?	☐	☐
15	If relevant, note the points of disagreement regarding the sanction.		
16	Is the final decision to permanently exclude the student?	☐	☐

Signatures required for formal approval of the decision.

School Principal

Date exclusion was authorised:

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- **Part 3 – Communication of decision**

No	ITEM	YES	NO
18	Has the Principal (or Deputy/Vice) communicated the decision to the parents/student in person or by phone?	☐	☐
19	Has a formal letter from the Principal been written detailing the reason for the exclusion? And has this been sent to the parents?	☐	☐
20	Does the letter include the fact that there is a right of appeal, and that the deadline is 5 working days?	☐	☐
21	Has the agent been informed of the decision (where applicable)?	☐	☐
22	Has the Head of Admissions been made aware of the decision (for attrition report)?	☐	☐
23	Has the Finance Team been made aware of the decision?	☐	☐
24	Has the Admission Manager been made aware of the decision and created a withdrawal checklist for the student?	☐	☐
25	Has the DSL been consulted to notify LA of intention to off roll, and consider any appropriate referral to police/Social care	☐	☐