



## EXCLUSION POLICY

**SCHOOL DIVISION:** WHOLE  
**POLICY DIVISION:** GENERAL  
**POLICY OWNER:** Head of Preparatory  
Head of Senior  
**DATE:** September 2017

### 1. Introduction

- 1.1. This policy informs practice in the Senior School, the Boarding Houses and Preparatory School.
- 1.2. The decision to exclude a student (permanent [expulsion] or temporary [suspension]) 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.
- 1.3. Exclusion is an extreme sanction and is only administered by the Head (or, in the absence of the Head, the Principal or any member of the Senior Leadership Team who is acting in that role). 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:
  - Verbal abuse of staff and others
  - Verbal abuse to students
  - Physical abuse to/attack on staff
  - Frequent use of foul language
  - Physical abuse to/attack on students
  - Indecent behaviour
  - Repeated breaches of the School Code of Conduct
  - Wilful damage to property
  - Misuse of illegal drugs (see "Drugs Policy")
  - Misuse of other substances e.g. solvents
  - Theft
  - Serious actual or threatened violence against another student or a member of staff
  - Sexual abuse or assault
  - Supplying an illegal drug (see "Drugs Policy")
  - Carrying an offensive weapon or any dangerous, poisonous, flammable or explosive items
  - Incidents of radicalisation and extremism
  - Cheating in Examinations

- Serious misuse of school ICT facilities (see ICT Acceptable Use Policy)
- Arson
- Unacceptable behaviour (including repeated offences related to alcohol), which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the student's behaviour.

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

## **2. Rationale**

2.1. 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 the shared commitment of all members of the School community 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.

## **3. Exclusion Procedure**

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

3.2. The Director will review promptly 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.

3.3. Before being excluded from the School, the student concerned would expect to see the Head accompanied by his Form Teacher/Tutor.

3.4. Following exclusion parents are contacted immediately. A letter will be sent by post from the Head giving details of the exclusion and the date the exclusion ends. Parents have a right to appeal to the Director as directed in the letter.

3.5. 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 the School Office 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.

3.6. 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 Head and/or a member of the Senior Leadership Team) together with the student's Form Teacher/Tutor.

3.7. It is School practice where possible, to have a readmission interview with the parents and where it is deemed necessary, a Pastoral Support Plan will be drawn up. This needs to be agreed with the School, student and parents.

3.8. 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. Boarding pupils may go to their allocated Guardian.

#### **4. Permanent Exclusion / Vandalism**

- 4.1. The decision to exclude a student permanently (expulsion) is a serious one. There are two main types of situation in which permanent exclusion may be considered.
- 4.2. 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. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on School premises.
- 4.3. 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. These might include:
  - Serious actual or threatened violence against another student or a member of staff
  - Sexual abuse or assault
  - Supplying an illegal drug
  - Carrying an offensive weapon\*
  - Arson
  - Incitement to radicalisation and extremism. In these instances referral to Channel may be appropriate.

\* Offensive weapons are defined in the Prevention of Crime Act 1953 as 'any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him'.
- 4.4. The School will consider Police involvement for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well being of the School.
- 4.5. Following permanent exclusion the Head will write to the parents of the student and/or the students themselves, stating clearly when the student would be allowed back onto school grounds. It is extremely unlikely that a permanently excluded student would be allowed back onto school grounds within one year of being excluded.

#### **5. General Factors considered before making a Decision to Exclude**

- 5.1. Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the School or the student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the Head will:
  - Ensure appropriate investigations have been carried out.
  - Consider all the evidence available to support the allegations, taking into account, for example, whether the incident may have been provoked by bullying or by racial or sexual harassment.
  - Allow the student to give her/his version of events.

- 5.2. If the Head is satisfied that on the balance of probabilities the student did what he or she is alleged to have done, exclusion will be the outcome.

## **6. Exercise of Discretion**

- 6.1. In reaching a decision, the Head will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate.
- 6.2. In considering whether permanent exclusion is the most appropriate sanction, the Head will consider:
- The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Rules and Regulations on student behaviour.
  - The effect that the student remaining in the School would have on the education and welfare of other students and staff.
- 6.3. Nonetheless, in the case of a student found in possession of an offensive weapon, whether there is an intention to use it or not, it is the School's usual policy in this particularly serious matter to issue a permanent exclusion.
- 6.4. In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Director's Appeal Committee, when it meets to consider the Head's decision to exclude if an appeal is lodged by the parents of the excluded student.

## **7. Behaviour in the Boarding Houses**

See Boarding Policies.

## **8. Behaviour Outside School**

- 8.1. 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.
- 8.2. 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. If the behaviour meets the School criteria for exclusion then the Head may decide to exclude.

## **9. Drug Related Exclusions**

- 9.1. In making a decision on whether or not to exclude for a drug-related offence the Head will have regard to the School's published policy on drugs. The decision will depend on the precise circumstances of the case and the evidence available.
- 9.2. In some cases a fixed term exclusion (suspension) will be more appropriate than permanent exclusion (expulsion).

## **10. Appeals against Exclusion**

- 10.1. If parents wish to appeal the decision to exclude, the matter will be referred to the Principal who will acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within five days.
- 10.2. Records relating to the decision to exclude and the parents' complaint will be copied to all parties not later than two days prior to the hearing. In no circumstances however will the school or its staff be required to divulge to parents, or others, any confidential information on the identities of pupils, or others, who have given information which has led to the exclusion or which the Head has acquired during an investigation.
- 10.3. The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- 10.4. If possible the Principal will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the Principal will decide how it should be carried out.
- 10.5. After due consideration of all the facts considered to be relevant, the Principal will reach a decision on whether to uphold or rescind the exclusion, or he may make other recommendations. This decision will be made within ten days of the hearing.
- 10.6. The Principal will write to the parents informing them of the decision and the reasons for it. The decision of the Principal will be final. The Principal's findings and any recommendations will be sent in writing to the parents and the Head.

## **11. Policy Owner**

- 11.1. The policy owner is the Head of Preparatory and Head of Senior.

## **12. Issue Date**

- 12.1. Issue date: September 2017.

## **13. Review Date**

- 13.1. This policy will be reviewed annually. The next review is due in September 2018.

**Director Signature:**

**Mr M Beaumont**

**September 2017**