

Reference: [Behaviour Management Policy](#)

## 1. Introduction.

- a. Permanent Exclusion is defined as the permanent removal of a boy or girl from the status of pupil of the school as a result of a serious disciplinary incident or of an unacceptable pattern of behaviour
- b. The Head may request or require that a pupil permanently leave the school for other reasons, for example a low level of academic performance. Such circumstances are covered by this document.

## 2. Policy.

- a. Permanent Exclusion will take place if, after consultation with the Chairman of Governors (or Deputy Chairman if the Chairman is not available) the Head Master/Head of Junior/Senior School considers that an Permanent Exclusion is necessary.
- b. Permanent Exclusion as a result of a very serious disciplinary incident may take place without any prior warnings.
- c. Permanent Exclusion following a particular behaviour pattern will normally take place following reasonable warning or warnings.
- d. The Head Master or Head of Senior/Junior School may (in her/his discretion) require the removal or suspension of a child from the school if the child's attendance, progress or behaviour (including behaviour outside school) is considered to be seriously unsatisfactory and in the reasonable opinion of the Head Master or Head of Senior/Junior School the removal or suspension is in the school's best interests or those of the child or other children.
- e. The Head Master or Head of Senior/Junior School may (in her/his discretion) require the removal or suspension a child if the behaviour of a parent is, in the opinion of the Head Master or Head of Senior/Junior School, unreasonable and affects or is likely to affect adversely the child's or other children's progress at the school or the well-being of school staff or to bring the school into disrepute.

**3. Procedure.** Procedures must be conducted as swiftly as possible. Procedures are detailed as follows:

- a. Investigation.
  - i. An investigation into the behaviour and/or circumstances of the pupil or into a particular incident or series of incidents in which the pupil is involved, must take place.
  - ii. Such investigation may be conducted either by the Head Master or Head of Senior/Junior School or by a member of staff acting on behalf of the Head Master or Head of Senior/Junior School.
  - iii. If appropriate, the pupil may be suspended during some or all of the period in which the investigation takes place.
  - iv. Should the misbehaviour be criminal or felt to be the result of unmet social or educational needs, the school reserves the right to involve other agencies as appropriate.

- b. Communication with Parents
  - i. References to “parents” in this document encompass guardians if appointed. The school will however seek to liaise with parents rather than guardians in matter of permanent exclusion policy and procedures.
  - ii. The parents of any pupil who is the subject of the investigation should be informed about the investigation as soon as possible.
  - iii. Parents should normally be sent a copy of the report summarising the investigation (paragraph 3c below).
  - iv. In cases where parents are separated or divorced, the school will seek to ensure, if appropriate, that all communication is undertaken with the full knowledge of both parents.
- c. Report. A written report summarising the investigation must be produced. The alleged perpetrator will be given the opportunity to give their views (in writing).
- d. Consultation with the Chairman of Governors and Decision.
  - i. After consideration of the report and any other relevant information, the Head Master or Head of Senior/Junior School will consult the Chairman of Governors, after which a decision will be made whether or not to expel the pupil. As with all disciplinary actions, the school reserves the right to treat all cases of permanent exclusion on an individual basis.
  - ii. The decision must be communicated to parents immediately in writing, gives the effective date of permanent exclusion. A record of the decision must be placed on the pupil’s file.
  - iii. Should the school feel that the pupil is likely to suffer abuse as a result of the decision, it will report as necessary to the relevant safeguarding authorities.

**4. Grievance Procedure.** A parent who wishes to make a comment or complaint about any aspect of permanent exclusion procedure may do so to the Chairman of Governors, Head Master, Head or to the member of staff who has been responsible for the relevant aspect.

## **5. Appeal.**

### **a. General.**

- i. Appeals about a decision to expel a pupil should be made by the parents in writing to the Chairman of Governors within one calendar month of the date of the letter giving the decision (paragraph 3d (ii) above).
- ii. The pupil will normally remain expelled during the period between the effective date and the outcome of any appeal.

### **b. Appeal Procedure.**

- i. On receipt of an appeal, a sub-committee of not less than three Governors must be convened to consider the appeal.
- ii. The Chairman of Governors is responsible for nominating the sub-committee and one of its members as chairman. The Chairman of Governors should inform the parents of the composition of the sub-committee, giving them the chance to object if they wish. The Chairman is not obliged to make any changes to the composition of the sub-committee but the objection must be noted in the sub-committee report (sub-paragraph iv below).

- iii. The sub-committee should investigate the appeal, taking evidence from the appellants, the pupil concerned and from any other persons deemed appropriate.
- iv. The sub-committee should produce a report concluding with a recommendation as to whether or not, in its view, the appeal should be upheld.
- v. The Chairman of Governors should consider whether or not to uphold sub-committee's recommendation.
- vi. The Chairman of Governors should then write to the appellants informing them of the decision, which will be final.

Head of Senior School

September 2018

*Date of next review: September 2020*