



# **LEWES OLD GRAMMAR SCHOOL**

## **Exclusion of Pupils Policy**

## **EXCLUSION OF PUPILS POLICY**

At Lewes Old Grammar School we encourage the establishment of good teacher/pupil relationships and support for the school's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment.

This policy is a whole school policy and informs practice at:

- The Foundation Stage
- Morley House
- Senior School
- Sixth Form

The following policy specifically deals only with major disciplinary issues.

### **Policy statement**

A pupil may be excluded for a fixed period of time (temporary exclusion / suspension) or excluded permanently (expelled) from Lewes Old Grammar School, or parents may be asked to remove a pupil, or a pupil may be required to leave permanently for reasons of misconduct.

The main categories of misconduct across the whole of Lewes Old Grammar School which may result in exclusion, expulsion or removal are:

### **Breaches of School Rules which merit exclusion:**

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion includes the following:

- Physical assault against pupils or adults;
- Verbal abuse/threatening behaviour against pupils or adults;
- Bullying;
- Abuse on grounds of race, religion/ belief, disability, Special Education Needs (etc.);
- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco;
- Damage to property;
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying
- Persistent disruptive behaviour; and
- Unreasonable or otherwise inappropriate parental behaviour;
- Misconduct of a sexual nature; supply and possession of pornography.
- Possession or use of unauthorised firearms or other weapons.
- Vandalism and computer hacking.
- Persistent attitudes or behaviour which is inconsistent with the ethos of the School.

- Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.

Please note that exclusion may also be imposed by the school as a sanction for a series of minor misdemeanours.

Action will be taken following a single offence where that offence is deemed to be sufficiently grave. In most cases, temporary exclusion will be the result of a first offence, although the Head may at his discretion permanently exclude any pupil for a first offence which is considered to warrant such a step. Permanent exclusion may also be the result of a series of less serious offences where repetition of these offences indicates the pupil's unwillingness to conform to an acceptable pattern of behaviour. In such cases parents will have been consulted before such a stage is reached in an attempt to correct the behaviour.

A pupil may also be required to leave if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the pupil, or of the School, that he/she remains at the School.

The aim of this policy is:

- To ensure procedural fairness and natural justice.
- To promote co-operation between Lewes Old Grammar School and parents when it is necessary for a pupil to leave earlier than expected.

Lewes Old Grammar School seeks to implement this policy through adherence to the procedures set out in the rest of this document and in conjunction with the School's Discipline, Drugs, and Anti-Bullying policies and procedures.

The policy applies to all pupils at Lewes Old Grammar School This policy is available to parents and prospective parents on request from the school office.

The Trustees of Lewes Old Grammar School make available to the Headmaster three sanctions for serious disciplinary matters.

- 1) Suspension from School (also known as Temporary Exclusion)
- 2) Removal at the Request of the School (also known as Required Withdrawal)
- 3) Expulsion (also known as Permanent Exclusion).

### **1) Suspension (Temporary Exclusion)**

Only the Head Teacher can suspend a child. Before deciding to suspend a child the Head Teacher will:

- Ensure that an appropriate investigation has been conducted
- Ensure that all the relevant evidence has been considered
- Give the child an opportunity to be heard
- Consult other relevant people if necessary

Work will generally be set for a child to do at home during the period when they are suspended. In addition, consideration will be given to any relevant problems of the

suspended child and how they might be addressed in the interim, together with reintegration post-exclusion.

The Head Teacher will inform parents without delay, in person (whenever possible) or by telephone. The Head Teacher will also write to confirm the exclusion, stating the length and the reasons.

Temporary exclusion constitutes a clear warning about continued membership of the School and this warning should be regarded as final. The Head Teacher is in all cases reluctant to exclude temporarily more than twice.

## **2) Removal at the request of the school (Required Withdrawal)**

Parents may be required, during or at the end of a term, to remove the pupil, without refund of fees, temporarily or permanently from the School if, after consultation with a parent, the Head Teacher is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Head Teacher, is unwilling or unable to profit from the educational opportunities offered (or a parent has treated the School or members of its staff unreasonably) and in any such case removal is considered to be warranted. The deposit will be refunded in the event of removal from the School and fees in lieu of notice will not be charged but all outstanding fees and extras will be payable in full.

Only the Head Teacher can require parents to remove a pupil and before doing so he will follow the same procedure as for temporary exclusion.

In making decisions about exclusion the Headmaster will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

## **3) Expulsion (Permanent Exclusion)**

A pupil may be expelled at any time if the Head Teacher is reasonably satisfied that the pupil's conduct (whether on or off School premises or in or out of term time) has been prejudicial to good order or School discipline or to the reputation of the School. The School and the Head Teacher will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in grave circumstances. There will be no refund of fees following expulsion (and all unpaid fees must be paid).

Some parents prefer, after due consideration, voluntarily to withdraw their child rather than the School imposing Permanent Exclusion. However, it must clearly be understood that the Head Teacher reserves the right to insist on Permanent Exclusion.

Only the Head Teacher can permanently exclude a child and before doing so he will follow the same procedure as for temporary exclusion.

In making decisions about exclusion the Head Teacher will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

#### **4) Appeal**

A decision to permanently exclude, or require removal, of a child is not taken lightly and before it is reached the Head Teacher will have given careful consideration to any representations by the parents. In the process, he will consult the Chairman of Trustees and agree the issues relating to exclusion.

Parents may, if they wish, communicate with the Trustees, by letter. Any such letter should be addressed to the secretary to the Trustees at the School. If parents wish Trustees to review the case, they should set out the nature of their complaint in writing, detailing the nature of their grievance and the reasons they see for review. Further details can be found in the School's Complaints Procedure.

#### **5) Discretion**

The decision to exclude, suspend, require removal or expel a pupil and the manner and form of any announcement shall be in the sole discretion of the School, acting on the recommendation of the Head Teacher. In no circumstances shall the School or its staff be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to suspension, the requirement to remove or expulsion or which the Head Teacher has acquired during an investigation.

#### **6) Access**

A pupil who has been withdrawn, suspended, removed or expelled from the School has no right to enter School premises, be on School grounds or attend School trips without the permission of the Head Teacher.

Recommended review period: Annual
Review by: DSL, Headteacher, Compliance Manager
Date reviewed: August 2017
Date to be reviewed: August 2018