



**Exclusion, Removal and Review Policy**  
**May 2024**



## Exclusion, Removal and Review Policy

<b>This policy will be reviewed annually</b>	
Policy reviewed:	May 2024 by ARF
Next review:	July 2025 by ARF

This policy is applicable to all pupils including those in the EYFS.

### 1. Introduction

This policy contains guidelines which will be adapted as necessary, explaining the circumstances under which a pupil may be temporarily or permanently excluded from school. The policy applies to all pupils at the school but does not cover cases when a pupil must leave because of ill-health, non-payment of fees or withdrawal by their parents. The school recognises that it is unlawful to discriminate on grounds of a person's gender, race, ethnicity, disability, religion, age or sexual orientation. Full consideration has been given to those obligations in the drafting of this policy.

*Interpretation:* In this policy references to "parent" includes one or both parents, a legal guardian or education guardian. "Suspension" means a temporary exclusion where a pupil has been sent home for a prescribed period either to allow an investigation to take place (which is a neutral suspension) or as a sanction in its own right. "Removal" means a permanent exclusion where following consultation parents are required to remove a pupil from the school where a pupil has been found to have committed serious or persistent misconduct. "Exclusion" means a permanent exclusion where a pupil is immediately dismissed from the school following grave misconduct. "

The following policies are relevant to this policy:

- behaviour management policy
- anti-bullying policy
- admissions policy
- acceptable use policy
- equal opportunities policy
- parent terms and conditions

### 2. Aims

The aims of this policy are:

- 2.1 to support the school's behaviour and discipline code;
- 2.2 to ensure procedural fairness and natural justice;
- 2.3 to promote co-operation between the school and parents when it is necessary for the school that a pupil is to leave earlier than expected.

### **3. Reasons for suspension removal or exclusion**

3.1 Each pupil has a unique contribution to make to school life and the school wants to help them achieve this. The school recognises that all children can go through challenging times and that misconduct and challenging behaviour can sometimes be symptomatic of other issues which require the school's support and understanding. However, there will be some situations where suspension, exclusion or removal may be necessary. No temporary or permanent exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation, the process for which is set out in paragraph 4 below.

3.2 The following are the main reasons for the school considering suspension, exclusion or removal of a pupil:

- Serious actual or threatened violence against another pupil or a member of staff.
- Possession or use of an illegal drug on school premises.
- Persistent bullying.
- Theft, blackmail, vandalism, physical violence, intimidation.
- Persistent bullying including bullying online and bullying of a homophobic, transphobic, biphobic, gender related religious or racist nature.
- Serious breach of the school's rules and /or policies.
- Persistent attitudes or behaviours including those displayed online which are inconsistent with the school's ethos.
- Other serious misconduct which affects the welfare and/or education of a member or members of the school community or which bring the school into disrepute (single or repeated episodes) on or off the school premises.
- Irretrievable breakdown of relationship between parent and the school, where a parent has treated the school or members of its staff unreasonably.

This is not an exhaustive list and other categories of serious or persistent misconduct may also result in suspension, removal or exclusion.

3.3 The pupil's behaviour outside school, on school business e.g. on school trips or at sports fixtures is subject to the school's behaviour management policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place in school.

### **4. Investigation Procedure**

4.1 A pupil may be required to remain away from school on a neutral basis whilst an investigation takes place. Alternatively, a pupil may be placed under a segregated regime on the school site. Appropriate schoolwork will be provided during this period.

4.2 The head will investigate or delegate the investigation to another senior member of staff.

4.3 Prior to undertaking an investigation, the head will liaise with the designated safeguarding lead who may seek advice from external agencies such as children's services if appropriate.

4.4 The investigation may include speaking to members of staff, the parents of the pupil involved, the pupil themselves and other pupils if appropriate.

The head will ensure that a record is kept of the investigation and that there is evidence to support their decision;

4.5 The head will take into account any mitigating factors when considering whether or not to exclude a pupil, or require their removal.

## **5. After the investigation**

5.1 The head will explain the decision to the pupil and their parents and ask that the pupil remain at home or be collected from school (if necessary);

5.2 The head will write to the parents confirming the decision and reasons for it.

5.3 The head will inform the chair of the governing body of any decision to require the removal of or exclude a pupil.

## **6. Suspension**

6.1 Suspension should be for the shortest time necessary and not usually for longer than a period of 3 days. Suspension may be used in response to a single incident of serious breach of rules and policies.

6.2 This will include considering the impact on the pupil in imposing a sanction such as suspension.

6.3 Suspension for a period for up to 3 days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These strategies are outlined in the behaviour policy.

In cases where a pupil has been suspended for more than 1 day the head will:

6.3.1 Write confirming the lengths and any terms of the suspension.

6.3.2 Arrange for appropriate work to be completed at home.

6.3.3 With the pupil's key staff consider how to address the pupil's needs and integration back into their class on his return.

6.3.4 Plan a meeting with parents and pupil on their return.

## **7. Procedure for Review of Decision following permanent exclusion**

7.1 Parents may request a review of the head teacher's decision to permanently exclude a pupil or to suspend a pupil for more than 11 days. If parents decide to voluntarily withdraw their child during or after the investigation there will be no right to request a governors' review of the head's decision.

7.2 Parents should write to the secretary of the governors, stating their grounds for review, within **7 days** of being informed of the decision. The secretary to the governors will appoint a review panel consisting of the governor nominated by the governing body to chair the panel, or an alternative governor appointed by the nominated governor if he or she is unable to act, one further governor and a person independent of the school, in both the latter cases selected by the secretary to the governors. The review panel members will have no detailed previous knowledge of the issues or of the pupil or parents and will not include the chairman of governors

7.3 The review panel will take the following steps:

- 7.3.1 Review the school's decision in writing unless the parent requests a meeting.
  - 7.3.2 If required, convene a meeting, as soon as reasonably possible between the parents and the review panel, to be held at the school premises or virtually if agreed between the parties, on a date as reasonably convenient to those involved in the process as can be arranged. A review will not take place in the school holidays. The review meeting and associated documents are private and confidential and all those concerned with it are required to maintain confidentiality subject to any legal or regulatory requirement to disclose.
  - 7.3.3 Inform the parents of their decision within 5 working days of the review panel. The decision of the review panel is final.
- 7.4 A record of the decision and the documents in respect of the review panel will be retained and kept confidential except where the school is required to disclose it by law.