



EXCLUSIONS POLICY

(This policy is posted on the school website)

St Edward's School prides itself on the positive behaviour of its pupils and on the good relationships which exist at all levels between pupils and teachers and between pupils themselves. The excellent pastoral systems and structures within the School support pupils and promote positive behaviour. However, from time to time a pupil's conduct and behaviour will necessitate the imposition of a serious sanction. **St Edward's School does not use any form of corporal punishment.**

In accordance with the Conditions of Acceptance for Entry into the School, the School reserves to right to the expulsion (permanent exclusion) or suspension (temporary exclusion) of pupils.

From THE TERMS AND CONDITIONS OF ACCEPTANCE FOR ENTRY INTO ST EDWARD'S SCHOOL: Section 6. SCHOOL RULES, and Section 7. SUSPENSION, EXCLUSION and REQUIRED REMOVAL:

- a) Each parent agrees to accept the rules of the School.
- b) The School reserves the right to suspend or permanently exclude any pupil whose conduct or work is, in the opinion of the School, unsatisfactory. There shall be no repayment of the unexpired portion of fees (or supplemental charges) for any pupil so dismissed or suspended. The deposit will be forfeited meaning that the School will retain the deposit.
- c) Neither the School nor its staff shall be required to divulge to parents any confidential information which has led to the decision.
- d) Parents of any pupil suspended or permanently excluded by the School are entitled to have any disciplinary matters or decisions taken by the School and/or Head under Section 7 of Terms and Conditions of Acceptance reviewed. Any such review is undertaken by Trustees and outlined in this policy.
- e) Scholarships and Bursaries are awarded subject to a satisfactory standard of work. They may be withdrawn if a pupil's conduct is, in the opinion of the School, unsatisfactory.
- f) Parents may be required at any time to remove a pupil if, after consultation with parents, the School is of the opinion that the conduct

or progress of the pupil has been unsatisfactory or a parent has treated the School or its members of staff unreasonably.

- g) If parents are required to remove their child from the School as a result of the Head exercising his/her discretion then fees in lieu of notice are not payable and any pre-paid fees and/or supplemental charges for the term following the removal (including the deposit, where applicable) will be refunded.

IMPLEMENTATION & PROCEDURES

1. Internal Suspension

A pupil may be suspended internally for a day or part of a day as a more serious sanction beyond an after-school detention or an academic detention or where a pupil has failed to attend an after-school detention. Work will be set by subject teachers and the pupil will work outside the Senior Deputy Head's office. Work will be collected at the end of the day and returned to subject teachers for marking. The Senior Deputy Head (or Academic Deputy Head) will contact parents and inform of them of the sanction and a letter will be sent to parents giving reasons for the sanction.

2. Suspension

Temporary exclusion – suspension - is normally only used when all other avenues, such as detentions have been explored, or used for a serious offence such as stealing or if the child is subject to a police investigation. It is acknowledged that temporary exclusion can have a positive effect upon the pupil concerned, but that further and longer exclusions are usually to benefit or safeguard the quality of education provided to the rest of the School.

Exclusions of more than 2 days would only be used rarely. Longer exclusions are likely to make it more difficult for pupils to re-integrate into School and the School believes that once a child has completed a suspension the matter is not referred to again unless the pupil's future conduct warrants it. After a suspension, the pupil is encouraged to move forward and ensure that they meet the normal expectations of the School for work, conduct and behaviour.

The Headmistress (or in her absence the Senior Deputy Headmaster) will contact the parents of a pupil who is to be suspended. If the pupil is to be suspended, school work will be arranged to be completed at home and will be marked until the pupil's return to School. Parents will be notified in writing of the reason for the suspension; the letter will explain the arrangements for setting and marking of work set. Arrangements for re-admitting pupils after suspension will include receipt of work completed during suspension. Pupils will normally report to the Headmistress at 8.30am on their day of return to School.

If a pupil is excluded for more than 15 days, a plan for re-integration will be drawn up for whenever the pupil is due to return to School by the appropriate Head of Year. Pupils may only be excluded for a period of up to 45 days in a school year.

If the disciplinary offence is a very serious one, the Headmistress may decide that the suspension given constitutes a final warning and that any further offence of a similar gravity would result expulsion. The Headmistress will put such a warning in writing to the parents.

3. Expulsion (permanent exclusion)

A decision to expel a pupil will only be taken as a last resort when all other strategies have been employed to no avail or where a pupil has committed a serious one-off offence.

Without prejudice to the Conditions of Acceptance for Entry to St Edward's School, when an expulsion is under consideration, the following procedures will normally be followed:

- a. The pupil concerned will initially be suspended.
- b. The Headmistress will contact the Chair of Trustees to inform him/her of the situation and will keep the Chair updated throughout the process.
- c. The Headmistress will have a meeting with the pupil's parents to discuss the situation and obtain their views prior to deciding to expel the pupil. The Headmistress will write a letter following the meeting to confirm the decision to expel the pupil.
- d. The expulsion will take effect immediately, and the pupil will not be re-admitted to the school premises. Any personal effects belonging to the pupil will be collected by the appropriate Head of Section and returned to the parents.

The Headmistress's decision is final, but the parents have the right of appeal to the Trustees.

4. Appeals against exclusion

- If parents seek to appeal the decision, they must notify the Clerk to the Trustees within 21 days from receipt of the letter informing them of the permanent exclusion. Parents should set out their reasons for why the decision should be overturned.
- A panel will be appointed and the Clerk to the Trustees will notify the parents of the names of the panel members.
- The Panel will consist of at least three persons who are unaware of the details of the case and one of whom shall be independent of the management and running of the School. Each of the Panel members shall be appointed by the Trustees. The Clerk to the Trustees, on behalf of the Panel, will then acknowledge the request and schedule a hearing to take place as soon as practicable and normally **within ten working days**.

- If the Panel deems it necessary, it may require that further particulars of the incident or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties normally **not later than five working days** prior to the hearing.
- All parties will be asked to provide any relevant documents in advance and in good time before the panel hearing date. A failure to comply may result in a postponed hearing.
- The parents may attend the hearing and be accompanied to the hearing by one other person if they wish. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible, the Panel will come to a decision without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out.
- After due consideration of all facts they consider relevant, the Panel can:
 - Re-instate the pupil to the School immediately;
 - Uphold the permanent exclusion;
 - Change the decision from permanent exclusion to a fixed term suspension;
 - Recommend changes to the school's systems/procedures to ensure that problems of a similar nature do not recur.
- The Panel will write to the parents informing them of its decision and the reasons for it as soon as practicably possible and normally **within five working days** of the hearing. The decision of the Panel will be final.
- A copy of the Panel's findings and recommendations (if any) will be sent by electronic mail or otherwise given to the parents and to the Head as well as the Chair of Trustees.

Parents can be assured that the appeal against the decision to exclude a child permanently will be treated seriously and confidentially.

Updated	Autumn term 2017
To be reviewed	As appropriate
By whom	The Headmistress

(Education Committee)