

# Stoke College Exclusions Policy

The Behaviour Policy explains the school's expectations for behaviour and details sanctions for misbehaviour. The following policy deals only with major disciplinary issues.

A pupil may be excluded for a fixed period of time (temporary exclusion/suspension) or excluded permanently from Stoke College, 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 Stoke College which may result in exclusion, expulsion or removal are:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco.
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying.
- 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 are inconsistent with the ethos of Stoke College.
- Other serious misconduct towards a member of the school community or which brings Stoke College into disrepute (single or repeated episodes) on or off school premises.

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 Headmaster may at his discretion permanently exclude any pupil for a first offence which is considered to warrant such a step.

In other instances, permanent exclusion may 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 Headmaster is satisfied that it is not in the best interests of the pupil, or of the school, that he/she remains at Stoke College.

The aim of this policy is:

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

Stoke College 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 Behaviour, Discipline, and Anti-Bullying policies and procedures.

The policy applies to all pupils at Stoke College [whether or not in the care of the school] including boarders and those in our EYFS setting, but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his/her parents. This policy is available to parents and prospective parents on request from the school office.

### **Policy Procedure**

The Behaviour Policy explains the school's expectations for behaviour and the procedures for encouraging such standards of behaviour. The following procedures specifically deal only with major disciplinary issues.

### **Nursery and Reception/Foundation Stage**

For the Nursery and Reception exclusion would only take place once all other avenues have been explored and exhausted, including one to one intervention.

### **Junior School and Senior School**

The Governors make available to the Headmaster three sanctions for serious disciplinary matters.

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

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

Only the Headmaster (or the Assistant Head or Head of Junior School in the Headmaster's absence) can suspend a child. The Assistant Head or Head of the Junior School will always consult the Headmaster prior to suspension. Before deciding to suspend a child the Headmaster, Assistant Head or Head of the Junior School or Head of Boarding 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 Headmaster, Assistant Head or Head of the Junior School will inform parents without delay, in person (whenever possible) or by telephone. The Headmaster, Assistant Head or Head of the Junior School 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 Headmaster is in all cases reluctant to exclude temporarily more than twice. No child who is excluded for a second occasion may return to the School without the Headmaster having obtained the approval of the Chair of Governors or, in his/her absence, another member of the Governors.

### **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 Headmaster is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Headmaster, 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 Headmaster 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.

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

A pupil may be expelled at any time if the Headmaster 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 College and the Headmaster 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). The deposit will not be returned/credited, but fees in lieu of notice will not be charged.

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

Only the Headmaster 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 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.

### **Appeal**

A decision to permanently exclude, or require removal, of a child is not taken lightly and before it is reached the Headmaster will have given careful consideration to any representations by the parents. In the process, he will consult the Chair (or in his/her absence the Deputy Chair) of Governors and agree the issues relating to exclusion.

Parents may, if they wish, communicate with the Governors by letter. Any such letter should be addressed to The Clerk to the Governors at the College. If parents wish Governors 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.

### **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 College, acting on the recommendation of the Headmaster. In no circumstances shall the College 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 Headmaster has acquired during an investigation.

### **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 Headmaster.

Policy Reviewed August 2011

To be reviewed August 2012