



HARROW  
SCHOOL

ONLINE

## EXCLUSION POLICY





The School's Behaviour policy supports effective teaching, learning and personal development at Harrow School Online by providing a structure within which pupils can behave in a positive and responsible way. It includes a fair and robust system for dealing with serious breaches or repeated instances of poor behaviour. Such behaviour is referred to the Pastoral Committee at the earliest opportunity.

The Pastoral Committee will investigate these cases and consider the level of sanction to be applied. The Principal is chair of the Pastoral Committee and will take a final decision on the sanction applied, which may include a final warning or permanent exclusion.

In making recommendations and taking decisions in accordance with this policy, the Pastoral Committee and Principal will consider all relevant facts and evidence, including whether the incident(s) were provoked, will allow the pupil to give their version of events, and consider whether the pupil has personal circumstances and/or special educational needs which might need to be taken into account. They will be mindful of the School's duties under the Equality Act 2010, in particular with regard to the impact of exclusion. Any decision to permanently exclude a pupil will be taken as a last resort.

## **FINAL WARNING**

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Where it is considered that the breach of School's rules, policies or codes is serious enough to warrant it, or where there is repeated poor behaviour (whether or not in breach of such rules, policies and codes), the pupil may be placed on a Final Warning for a period of twelve months. Final Warnings may be either in relation to a specific offence or general in scope. Terms outlining the scope of the warning will be advised to the pupil and their parent and mentor in a letter confirming the Final Warning.

If, during the twelve-month period following the Final Warning, the pupil commits a further behaviour breach against the terms outlined to them, their place at the School will be at risk.

At the end of a twelve-month period, the pupil's Final Warning will be reviewed and may be removed.

## **FIXED PERIOD EXCLUSION**

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A Fixed Period Exclusion is where a pupil is excluded from attending live lessons and online meetings for a specified period of time. On the pupil's return, their place in the School may be in jeopardy if they do not modify their behaviour to meet the School's expectations. Pupils excluded from the School for a fixed period will usually be asked to complete reflective written work, for subsequent review by their Success Coach and by the Principal, as part of the process of education inherent in the School's approach to the management of pupils' behaviour. They are expected to continue their self-study work on the learning management platform and additionally required to review recorded copies of the live lessons that they miss.

Specific conditions that would result in a fixed period exclusion are outlined in relevant policy documents such as the Behaviour policy and Pupil handbook.

In some instances, a pupil may be excluded from Harrow School Online temporarily and for an unspecified period of time if their presence in live lessons and online meetings is deemed to hinder or compromise the investigation of a serious disciplinary matter or is not in the best interests of the pupil or any fellow pupil. In such instances, the School will endeavour to deal with the matter as expediently as possible, to maintain communication with the pupil's parents and mentor to support them and provide updates about progress of the investigation where it is possible and practicable to do so. As with fixed period exclusions, pupils are expected to continue their self-study work on the learning management platform and additionally required to review recorded copies of any live lessons that they miss.

The Principal will notify the Harrow School Online Management Board of any fixed period exclusion of more than five days.

### **PERMANENT EXCLUSION**

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A pupil may be permanently excluded from the School at the Principal's discretion either through removal at the request of the School or expulsion.

Any decision permanently to exclude a pupil is taken as a last resort. The Principal will notify the Harrow School Management Board before the permanent exclusion of any pupil.

#### **REMOVAL AT THE REQUEST OF THE SCHOOL**

A pupil may remain at the School for so long as the Principal is satisfied with their progress and general behaviour. Parents may be required during or at the end of a term to remove the pupil temporarily or permanently from the School without refund of fees if, after consultation with a parent:

- the Principal is of the opinion that the conduct or progress of the Pupil has been unsatisfactory; or
- in the judgement of the Principal, the pupil is unwilling or unable to profit from the educational opportunities offered; or
- a parent has treated the School or members of its staff unreasonably.

In each case, the Principal will use their discretion to decide whether removal from the School is warranted.

#### **EXPULSION**

A pupil may be expelled at any time if the Principal is reasonably satisfied that the Pupil's conduct (whether in or out of term time) has been prejudicial to good order or School discipline or to the reputation of the School.

This decision will be at the discretion of the Principal and will take into account all the circumstances surrounding any breach of the School's rules, policies or codes and the behavioural record of the pupil concerned. This may include a serious breach or repeated breaches of the School's rules, policies or codes, an infraction during a Final Warning period or repeated poor behaviour. It may include instances where a pupil's actions have been illegal or may have brought the School's reputation into disrepute, or if allowing the pupil to remain in the School would seriously harm the education or welfare of others.

### **COMMUNICATION WITH PARENTS AND MENTORS**

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The School will have communicated with a pupil's parent about any serious disciplinary matters in line with the School's Behaviour policy. In the event of a decision being taken to exclude a pupil, the Principal or the Deputy Principal will inform the pupil's parents of this decision in writing and will include:

- the reason(s) for the exclusion
- the length of a fixed period exclusion or, for a permanent exclusion, the fact that it is permanent
- in the event of a permanent exclusion, or fixed period of exclusion of 14 days or more, the procedure for appeal to the Harrow School Online Management Board.

## **FINANCIAL IMPACT OF EXCLUSION**

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In line with our Terms and Conditions, if a pupil is permanently excluded from the School, they will forfeit the fees for the current term and will additionally be liable for payment in full for any outstanding fees and sums owed to the School.

A pupil who is permanently excluded from the School will not be eligible to join the Online Harrovian Association.

## **CONSIDERATION FOR THE PUPIL'S CONTINUING EDUCATION**

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In the event of a decision permanently to exclude, the School will give due regard and consideration to the following:

- assisting the pupil in finding a new school or tutorial college;
- providing a reference for the pupil's new school or college, or for university;
- arrangement for sitting public examinations.

Each case will be treated on an individual basis. In general, pupils who have been removed at the request of the School will be able to sit any forthcoming public examinations for which they had already been entered through arrangement by the School. Pupils who have been expelled will not be able to sit forthcoming public examinations through arrangement by the School.

## **INVOLVEMENT OF EXTERNAL BODIES**

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In certain circumstances, external agencies (e.g. law enforcement agencies or Children's Services) may have been involved in the process leading up to a pupil's exclusion. Where this has been the case, the School may have been and may continue to be bound by the directions of such external agencies and will pay due regard to their advice and guidance. Under such circumstances, it is possible that the School's own investigation may be delayed pending the completion of any such external investigation.

Any decision to exclude a pupil will be made by the School on the basis of the School's investigation and on the balance of probabilities.

## **RIGHT TO APPEAL**

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The Appeal Procedure for Parents should be referred to by any parent wishing to appeal against the decision permanently to exclude a pupil or to exclude a pupil for a fixed period of 14 days or more.

**POLICY DEVELOPMENT AND REVIEW**

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This procedure is designed to set good practice standards. However, the School recognises that best practice develops over time and, as such, will update it regularly in the light of experience and as a result of changes in legislation or its own internal organisation and policies. The procedure will be subject to a comprehensive review on a biennial basis.

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