

Student Exclusion Policy

Policy published (including on website) (date):	August 2021
Next review (date):	August 2022
Reviewed by the Advisory Body: (dates)	August 2021
Signed: (Director)	<i>D.P. Javed</i>
Signed: (Head)	<i>D. Smith</i>

This policy will be reviewed in full by the Advisory Board and the Head of School on an annual basis, or more frequently if there are changes in policy.

The aims of this policy

- a) To ensure procedural fairness and natural justice.
- b) To assist the individual in recognition of unacceptable behaviour and the need to change
- c) To promote co-operation between parents and Globeducate schools, when it is necessary for a student to be temporarily excluded or to leave school earlier than expected.

The policy applies to all students at Globeducate schools but does not cover cases when a student has to leave because of ill health, non-payment of fees or withdrawal by their parents in circumstances not relating to disciplinary incidents. References to "Parent" includes one or both of the parents, a legal guardian or carer.

Exclusions from School

The examples of the circumstances which may lead to serious sanctions, including temporary or permanent exclusion, are stated in the school's Behaviour and Discipline Policy. Other circumstances which could also lead to exclusion include breaches of the law, dangerous or reckless behaviour, and a persistent attitude or behaviours which are inconsistent with the school's expectations.

Procedures for investigation of behaviour that may result in serious sanctions

1. An investigation and any subsequent meetings will be conducted fairly and appropriately, in a way that supports all parties, without formal legal procedures.
2. The investigation of an incident, allegation or rumour of serious misconduct will normally be coordinated by a member of the Senior Leadership Team and its outcome will be reported to the Head of School. If the investigation is of a nature that could result in permanent exclusion, parents will be informed as soon as possible.
3. An appropriate search of a student's space and belongings may be made as part of an investigation and, if deemed necessary, the local authorities be called. However, forced personal searches or intimate searches will not take place.
4. Students may be interviewed by a member of the Leadership Team about an incident, allegation, complaint or rumour. In such cases, arrangements will be made for the students to be accompanied by a member of staff, such as a tutor or teacher. If a student who is waiting to be interviewed needs to be in isolation for a short time, he/she will be accompanied or visited regularly by a member of staff and will be made as comfortable as possible.
5. The member of staff conducting the investigation will present their findings to the Head of School for consideration. Before deciding if a 'serious sanction' is appropriate, the following steps will have been taken:
 - a) An appropriate investigation will have been conducted
 - b) All the relevant evidence will have been considered.
 - c) The student will have had an opportunity to be heard
 - d) Other relevant individuals will have been consulted, as required

Issuing of sanctions

If a student is to be excluded for a fixed term, a member of the School Leadership Team will issue a serious sanction. This may be an internal or external exclusion from the school for a defined period. Exclusions are recorded on a student's disciplinary record and in school records. The Head of School may alert an appropriate senior governing body.

The student's parents will be informed about the nature and duration of the exclusion and any discussion of permanent exclusion will first involve a meeting with the Head of School. In making decisions about fixed term exclusions, the Head of

School and Leadership Team will consider any special educational needs, disabilities, gender, and cultural differences that may be relevant to the case.

Permanent exclusion would only take place once all other options had been explored and exhausted, including one-to-one interventions. Some circumstances may require immediate exclusion for the safety of others in the school community.

An external exclusion constitutes a clear warning about continued membership of the school and this warning may be regarded as final. Our schools are very reluctant to sanction students with an external fixed term exclusion more than twice in any stage of their school career.

During a temporary or fixed-term internal exclusion, students will typically undertake some reflective work to reflect on and consider their actions. Student may also access homework and details about work missed.

Following any external exclusion the Head of School will consider the evidence, the nature of the incident and the student's record in the school. If a temporary exclusion is deemed sufficient the student will normally meet with the Head of School before returning to lessons.

In no circumstances shall the school or its staff be required to divulge to parents or others, any confidential information or the identities of students or others who have given information that has led to serious sanctions.

Absence from school during disciplinary investigations

In some instances, the school may require parents to withdraw their child from school pending the investigation of an allegation, complaint or incident. This is a neutral, not disciplinary, measure to allow an unimpeded investigation and may also be taken for the good of the student by separating him or her from school pressures. The Head of School will make any such decision in consultation with senior staff.

Permanent exclusion / withdrawal of a student from school

The decision to permanently exclude a student is not taken lightly and the best interests of all members of the school community must be given weight whilst making every effort to act with due regard for the future of the student who has engaged in significant misconduct. A student may be permanently excluded if, after appropriate consultation, the Head of School is of the opinion that:

- the student's conduct (whether on or off school premises, in or out of term time) has been prejudicial to good order or School discipline or to the

reputation of the school.

- it is not in the best interests of the student or of the school, that he/she remains at the school.

In making decisions about a permanent exclusion, the Head of School will consider any special educational needs, disabilities, gender, and cultural differences that may be relevant to the case.

Some parents, after due consideration, may choose to voluntarily withdraw their child rather than the school imposing permanent exclusion. However, it must clearly be understood that the Head of School reserves the right to insist on permanent exclusion. In addition, if a parent has treated the school, members of its staff or any member of the school community unreasonably to a point that leaving the school is in the best interests of the student or the school, the Head of School can ask the parents to remove their child from the school. This would also be considered as voluntary withdrawal, not permanent exclusion.

Following the permanent exclusion of a student or following their withdrawal from the School, the Head of School will write to the parents to communicate the following:

1. The student's status as a leaver
2. Arrangements for transfer of any course or project work to the student, parents or another school
3. The conditions under which the student may re-enter school premises in the future.

Financial aspects

There will be no refund of school fees following permanent exclusion of a student on disciplinary grounds and payment of any outstanding fees and extras is required. The refund of prepaid fees will be made.

Directors' review of a permanent exclusion on disciplinary grounds

Parents aggrieved at the Head of School's decision to exclude their child permanently may make a written application for a Directors' Review. In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek. A directors' review of the Head of School decision should take place within seven working school days. The nominated director will communicate directly with the parents prior to conducting the review. The director has the authority to uphold the permanent exclusion, rescind the exclusion, convert the exclusion into a further fixed-term exclusion or change the leaving status to 'withdrawn'. Parents will be informed in writing of the outcome.