

# EXCLUSION POLICY

<b>Policy Owner</b> Prior Executive Board (PEB)	<b>Applies to</b> Prior Park Schools (Trust Wide)	<b>Superseded documents</b> Exclusion Policy v3
<b>Associated documents</b> PPS Complaints Policy Behaviour Policy Peer-on-Peer Abuse Policy Drugs and Substance Abuse Policy Conducting a Student Search Policy	<b>Review frequency</b> Every two years (unless the legislation/regulations update before this time)  <b>Implementation date</b> 23 November 2021	<b>Legal Framework</b> KCSIE 2021 Children Missing Education 2016 School Attendance 2019 Education (Pupil Registration) (England) Regulations 2006.

This policy is reviewed biennially, or more regularly as required, prior to approval by Trustees (if applicable)

<b>Last reviewed by:</b>	PPC Head (Ben Horan), Deputy Head Pastoral (Simon Cane-Hardy), Head of Compliance (Emma Wickham)
<b>Date last reviewed:</b>	22.11.2021
<b>Approved by Trustees:</b>	NA- approved by PEB
<b>Date last approved:</b>	23.11.2021
<b>Date for next approval:</b>	April 2023

## 1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

## 2. Policy Aims

- to support the PPS individual school Behaviour Policy
- to ensure procedural fairness and natural justice
- to protect the community
- to assist the individual in recognition of unacceptable behaviour and the need to change
- to promote co-operation between parents and PPS when it is necessary for a student to be temporarily excluded or to leave school earlier than expected.

## 3. Dealing with Serious Misconduct

The circumstances which may lead to major sanctions, including temporary or permanent exclusion are stated in the schools' own Behaviour Policy. They include expected behaviours both on and off site.

Required standards are also highlighted in student/parent documents (such as the Community Handbook to ensure community awareness. These standards include;

- involvement in peer-on-peer abuse (as detailed in the Peer-on-Peer abuse policy) including sexual violence, sexual harassment and harmful sexual behaviours or inappropriate acts, as defined in:
  - Sexual Violence and Sexual Harassment between children in schools and colleges Advice for governing bodies, proprietors, headteachers, principals, senior leadership teams and designated safeguarding leads (2021)
  - Keeping Children Safe in Education (2021)
  - Equality Act 2010
- theft, physical violence, persistent bullying, intimidation, harassment, racism, blackmail, extortion
- supply/possession/use of certain drugs or substances designed to resemble them, use of tobacco or other smoking items, abuse of alcohol and other dangerous substances

- behaviour which shows overt support for the drug culture is unacceptable in the PPS community
- vandalism
- computer hacking, cyber-bullying, supply/possession/distribution of pornography and/or nudes and semi-nude media
- misuse of technology to upset and harass others (e.g. by email, text, film, social media)
- sexual misconduct or impropriety, including misuse of electronic media
- possession of weapons in school, including replica items, and use of weapons to cause threat and fear.
- persistent attitudes or behaviour which are inconsistent with the standards of the schools.
- repeated smoking or smoking in a school building (causing danger to others). All schools are no smoking sites (including vaping) and smoking of any type is banned
- cheating in exams or serious plagiarism
- serious misconduct towards a member of the school community, behaviour which brings the school into disrepute on or off school premises
- criminal behaviour
- persistently poor behaviour, despite a series of warnings, with a lack of regard for the school ethos

This list is illustrative. Breaches of the law, dangerous or reckless behaviour, and persistent breaching of schools' standards, including academic standards, would also warrant major sanctions, and may lead to exclusion.

The best interests of the 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.

#### **4. Investigation and Procedures**

##### **a. Complaints**

Investigation of a complaint or rumour will be conducted by an appropriately experienced member of staff (e.g. Deputy Head, Assistant Head, HsM/House parent, Head of Year) and reported to the Head. Parents will be informed if the matter is of such a nature that it could lead to exclusion - at times the pace of events may unfold or demand investigation before parents can be alerted.

##### **b. Incidents**

If an incident occurs the circumstances will be recorded and the situation investigated, alerting parents as soon as is practicable if the incident warrants potential exclusion.

##### **c. Search**

If necessary, a search may be made as part of an investigation. This must be consistent with the PPS Conducting a Student Search Policy; an appropriate search of a student's space and belongings may be made and if necessary, the Police will be called. Neither forced personal searches nor any intimate searches may take place.

##### **d. Interview**

An informal interview by a member of staff may be used to establish if grounds exist for further investigation. This should be recorded and communicated to a more senior member of staff (e.g. HsM/House Parent, Head of Year, Assistant Head, Deputy Head), who will make arrangements for a formal interview (with student accompanied by a member of staff, e.g. Tutor/HsM/House parent).

Following investigation and reflection the Head will consider the evidence and the nature of the complaint/incident.

The Head will consider the details of the incident and reflect on the student's record in the school. The Head may alert the Chair of the Local Board at this stage. If temporary exclusion is deemed sufficient the student will return to school, with the Head seeing the student (and possibly the parents) upon return.

## 5. Suspension/Temporary Exclusion

As a result of a formal investigation a student may need to be sent home for a defined period.

At PPC the Head, Deputy Head Pastoral or HsM will inform the parents of the grounds and duration, and at TPS and PPSG the Head will inform the parents of the grounds and the duration.

Suspension/Temporary Exclusion may take three forms

- I. **Removal of a student pending an investigation of a rumour or complaint concerning him/her.** 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/her from immediate school pressures.
- II. **Removal of a student for a serious sanction short of a fixed term exclusion.** There are times when it is sensible for student to be removed from school, but where, for a variety of reasons, the castigation of a fixed term exclusion is not appropriate. Equally, for sound pastoral reasons, a student may not benefit from the jeopardy that is inherent from a fixed term exclusion, as outlined below. In these circumstances, a student is removed with the agreement of their parents, to allow for the situation to calm down or for the student to receive the appropriate support they require. It will be recorded as a serious sanction, but not as a fixed term exclusion, with all the concomitant ramifications of that sanction.
- III. **Fixed-term exclusion.** A student may be excluded from the school for a defined period as a warning of the need to re-assess his/her behaviour. This is recorded on the student's disciplinary record. A fixed term exclusion is typically followed up with a warning that a failure to modify such behaviours, or a repetition of the sort of behaviour that led to the exclusion, may well lead to a permanent exclusion.

The Head will make any such decision in consultation with HsMs, HoY and Senior Leadership Team.

If permanent exclusion is a possibility, the parents will be informed of the Head's intent to consider the matter further.

## 6. Withdrawal/Permanent Exclusion/Expulsion

The Head will discuss leaving status with the parents directly. The Head will inform the Chair of Trustees and also consult with the Chair of the relevant school's Local Board, to whom the Chair of Trustees has delegated this responsibility.

If a student is required to leave, they will be;

- withdrawn by parents - a breach of discipline makes it impossible for a student to remain and the Head requests that the parents withdraw the child. A consultation with parents will determine leaving status.

- removed - the Head is satisfied that a student must leave, but parents are unwilling to withdraw the student. The Head is entitled to suspend (or continue suspension) and to set a timescale in which consideration will be given to formally requiring the student's removal. A timescale for the Head's decision will be set.
- expelled - the Head requires a student to leave the school (and will have consulted the Chair of the Local Board and informed the Chair of Trustees before deciding on this action).

The following steps will be taken:

1. a formal letter will be sent to parents stating the outcome/basis
2. announcement may be made in House and School, but this will depend on the circumstances of the case and the agreed outcome
3. reference discussed and if appropriate, agreed
4. a formal entry recorded on the school record indicating leaving status
5. arrangements made to transfer any work to a new school
6. public exam entry will be considered if relevant
7. assistance in finding alternative schooling may be offered, if appropriate
8. fee details will be discussed
9. the schools will inform their local authority when they remove or add a student's name to the admissions register at non-standard transitions.

The Head will inform parents that if it is decided that a child must be removed, the parents will be entitled to a review by Trustees. If the parents and Head cannot agree a way forward in these difficult situations, they may request a review of the decision by the Trustees.

If a review is requested a formal application must be submitted within 7 days. (Further details of this can be found in PPS Complaints Policy).