

## THE KING'S SCHOOL IN MACCLESFIELD



### EXCLUSION POLICY (FOUNDATION)

These procedures should be read in conjunction with the Behaviour Policy and the School Rules.

#### AIMS

At King's we aim to foster a friendly, polite and caring community and to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward. Our pupils rightly look to their teachers to provide a firm framework of order and discipline where few sanctions are needed. Rewards and sanctions at the King's School are explained regularly to pupils by pastoral staff and in assemblies.

Our school rules are based on respect: for the individual, staff, property and possessions. Discipline in the punitive sense is regarded as a contingency measure, our main emphasis being upon example, communication, sound working relationships and a belief that prevention is better than cure.

Parents undertake to support the School in matters of discipline in the School's Terms and Conditions and our mutual expectations have been set out in the Home-School Agreement.

#### EXCLUSION AND PROBATION

Pupils must observe the Rules and Regulations of the school. The pupil's continued attendance at school is conditional upon the pupil maintaining satisfactory academic and behavioural standards.

On occasions the normal disciplinary procedures will not be adequate and exclusion may be necessary. A pupil may be excluded from school permanently (expulsion) or for a limited amount of time (suspension). In practice, suspension is normally applied for between one and three days. In exceptional circumstances, expulsion may be necessary. Any form of exclusion, temporary or permanent, is rare and will be the result of either disciplinary offences that are significantly more serious than day-to-day misdemeanors, a sustained and repeated period of inappropriate behaviour that has not been modified following previous sanctions or persistently poor academic performance in relation to ability.

It should be noted that progression of pupils from one Division to another is not automatic but is at the discretion of the school. Senior school pupils will be admitted to the Sixth Form Division only if they meet any qualifying criteria set down by the school from time to time. Such criteria may include both academic and behavioural considerations. A decision not to admit a pupil to a higher Division is not exclusion from the school: the pupil's record would

not indicate exclusion and every effort would be made to assist any such pupils to find suitable alternative provision.

A pupil may also be put on probation for a specified period for persistently poor academic performance due to lack of effort, during which period the pupil will be set targets appropriate to his/her ability and will be required to meet these targets.

### **BEHAVIOUR THAT MAY LEAD TO EXCLUSION**

The school will treat disciplinary cases in the context of the individual circumstances that may apply. A prior record of good conduct will be taken into account when assessing the level of sanction to be used.

School procedures will never be able to cover all eventualities and all circumstances, so a degree of flexibility will always be necessary. Nevertheless the following is intended as a **guide** to the likely consequence of some types of misbehaviour.

### **TEMPORARY EXCLUSION (SUSPENSION)**

Extremely serious misbehaviour or the continuation of inappropriate behaviour that has been identified may result in suspension from school. Extremely serious misbehaviour might include physically aggressive behaviour and fighting, intimidation and/or persistent personal abuse, bullying, the possession, supply or use of alcohol or tobacco, serious breaches of the school's ICT code, malpractice in a public examination and unauthorised contact with the media.

Suspension will be for between one and three days depending upon the seriousness of the offence and the record of the student. A three day suspension will be a final warning and advise parents that further misbehaviour will place in jeopardy a pupil's place in the school. Internal suspensions may be used in certain circumstances.

One-day and two-day suspensions will be authorised by the Principal or Deputy Head, normally after consultation with the Head of Foundation or a Deputy. Three day suspensions will be authorised by the Head of Foundation.

### **PERMANENT EXCLUSION (EXPULSION)**

Pupils at King's are very rarely asked or required to leave the school. This penalty is used in circumstances where a pupil constitutes a potential danger to other pupils or has demonstrated through actions or inaction that they cannot behave in accordance with the school's standards and requirements. Serious acts of violence, the possession, supply or use of illegal substances, the possession or use of objects likely to cause harm or theft are all examples of behaviour that would put at risk a pupil's continuing membership of the school community.

### **PERSISTENTLY POOR ACADEMIC PERFORMANCE**

If a pupil's academic performance falls persistently below acceptable standards for his/her abilities, this may give rise to a need for disciplinary action, including the possibilities of probation, temporary or permanent exclusion. The issue will normally be raised in the first instance with the pupil and with parents/guardians and specific targets for remedial action agreed at such meetings. Probation may also be applied, in exceptional circumstances and at the school's sole discretion, to allow a pupil who has not achieved the normal academic

standards for continued progression in the school to progress conditionally, including transfer between Divisions.

Requirements for any period of academic or behavioural probation will be communicated by the Principal to the pupil and parents/guardians at a meeting and confirmed in writing. The length of any probationary period will normally be limited to not more than one term. The result of the probation will be notified in writing to the pupil and parents/guardians.

An unsatisfactory probation period may result in permanent exclusion. The school will inform parents/guardians before the end of the probationary period as to the likely outcome. This should give the parents/guardians time to make alternative arrangements for the pupil's ongoing education if it is indicated that the pupil's progress in the probationary period to the date of review has been unsatisfactory and is likely to lead to the pupil failing to reach the required standards.

## **PROCEDURES**

The Governors delegate to the Head of Foundation the right to suspend or expel pupils or impose probation conditions. The Head of Foundation may at any time suspend or expel any pupil if he, in his sole discretion, considers that such action is in the best interests of the school. The Head of Foundation may delegate the power of suspension/expulsion to a Deputy or to the Principals for pupils in their Divisions. For persistently poor academic performance the decision on probation or exclusion will be taken by the Head of Foundation in consultation with the relevant Principal.

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

In some circumstances it is necessary for the good order of the school to remove a pupil on the day of an incident. This temporary exclusion allows for a cooling off period and a period for a further investigation of the facts. It will only be confirmed as a formal suspension to be entered onto a pupil's record if a full examination of the circumstances reveals that it is warranted.

The normal procedure for a suspension is as follows:

- Parents/Guardians will be informed and asked to collect the pupil.
- A method of transport home will be agreed: pupils should not be sent home by any other method than being picked up by parents (unless parents/guardians specifically agree an alternative method).
- If pupils cannot be collected, pupils should be supervised under the direction of the Principal and **not** go to lessons.
- The parents and pupil will be notified as to the circumstances of the suspension and the likely duration.
- The school will write to parents indicating the circumstances and the form and exact length of the exclusion or conditions of probation as appropriate.
- On returning from a suspension of less than three days pupils should report to the Principal at 8.40 am on the day of their return after a period of suspension (before 8.25 am on a Monday).
- On returning from a three day suspension pupils should report to the Head of Foundation at 8.40 am on the day of their return after a period of suspension (before 8.25 am on a Monday).
- In the event of a suspension lasting more than a single day, the Principal will endeavour to organise work for pupils.

- The Principal or Head of Foundation will normally meet with the parents on readmission.

### **Expulsion (Permanent Exclusion) or Suspension for more than three days**

- Parents/guardians will be informed and asked either to collect the pupil or keep them at home whilst the disciplinary matter is investigated. This exclusion will be for as brief a time as possible and will not be regarded as a disciplinary sanction.
- The Principal will endeavour to ensure that work is sent home to the pupil as soon as possible.
- Parents will be notified as to the circumstances and invited to come into school to discuss the matter. Initially this meeting may be with the Principal.
- A full investigation will be conducted and findings presented to the Head of Foundation. For the purposes of this investigation it may be necessary for pupils to return to school whilst excluded.
- The Head of Foundation will as soon as possible convene a disciplinary hearing at which the pupil and their parents will hear the school's case and be able to ask questions and speak for themselves.
- The Head of Foundation will then consider the matter and write to parents indicating his decision and, if appropriate, the penalty.
- If the hearing results in permanent exclusion, the parents/guardians will have the right of appeal.

### **BURDEN OF PROOF AND SANCTIONS**

When investigating and adjudicating disciplinary matters the school will make decisions based up the balance of probabilities. This will pay due regard to the individual circumstances of the matter at hand. Should it be considered necessary to impose a disciplinary penalty, these circumstances, the prior record of the pupil(s) involved, the impact on any victim and the needs of the school community will all be taken into consideration.

### **APPEAL**

Parents have the right to appeal to the Chairman of the Governors against any decision made by the Head of Foundation about exclusion for more than three days (including permanent exclusion). Such an appeal will take the form of a review to ascertain whether the school's procedures have been followed correctly and whether the pupil has been treated in any way unfairly.

Parents should contact the Chairman of Governors by writing to the Director of Finance, who acts as Clerk to the Governors. In the event of the parents/guardians deciding to lodge an appeal, they should submit to the Chairman of Governors a statement of the grounds for their appeal within seven working days of receipt of the letter from the Head of Foundation. A permanent exclusion resulting from a failure to satisfy the requirements of probation should normally be notified by the last day of term for which the probation was applied.

Any appeal should be determined within two working weeks of receipt of the appeal by the Chairman of Governors. The Chairman of Governors will appoint a panel of two members of the Governing Body and a person who is independent of the management and running of the school to consider the appeal, which will normally take the form of a hearing. Parents/guardians will be provided with a copy of the appeal meeting procedure. The appeal panel will either uphold the action taken by the Head of Foundation or uphold the

appeal. The decision of the panel will be conveyed by the Clerk to the Governors to the appellant and to the Head of Foundation.

In the event of an expulsion, if the panel uphold the decision of the Head of Foundation, he should ensure that efforts are made to help place the pupil in an appropriate alternative educational institution.

## **CONTEXT**

This Exclusion Policy Document is one of a series of School Policy documents. In all cases, they should be read in conjunction with other relevant Documents including the School Rules and the Terms and Conditions accepted by parents when a pupil is admitted to the school.

*Author: Head of Foundation*

*Approved: Governing Body*

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*Next Review Date: December 2024*