

# Exclusions Policy

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**Ellesmere College**

1. **Suspension:** A pupil may be suspended from the College as a sanction following the result of a disciplinary investigation or whilst such an investigation takes place. Parents are informed as soon as reasonably practicable. The pupil will be accompanied and assisted by a pastoral member of staff.
  - a. Parents are informed as soon as reasonably practicable after it becomes clear that the pupil may face formal disciplinary action, for which the sanction would normally involve a suspension of eleven days or more, expulsion or required removal, and also to make arrangements for the pupil to be accompanied and assisted by a parent, education guardian or a teacher of the pupil's choice, when appropriate.
2. **Expulsion:** A pupil may be formally expelled from the College if it is proved on the balance of probabilities that the Pupil has committed a serious breach of discipline or a criminal offence. Expulsion is reserved for the most serious breaches. The Head shall act with procedural fairness in all such cases. The Head's decision to expel shall be subject to a Governors' Review if requested by the Parents. The Pupil shall be suspended from the College pending the outcome of the Review.
3. **Removal in other Circumstances:** The parents may be required to remove the Pupil permanently from the College or from boarding if, after consultation with the parents and if appropriate, the pupil, the Head is of the opinion that:
  - 3.1.1 the pupil has committed a breach or breaches of College rules or discipline for which removal is the appropriate sanction; or
  - 3.1.2 by reason of the Pupil's conduct, behaviour or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the College; or;
  - 3.1.3 the pupil's presence at the College presents a risk to himself/herself and/or to any other pupil and the pupil's removal is considered necessary and proportionate; or
  - 3.1.4 the College is no longer able to provide adequately for the pupil's special educational needs; or
  - 3.1.5 one or both parents have behaved unreasonably, including but not limited to if they have treated the College or members of its staff or any member of the College community unreasonably or acted in a way which could bring the College into disrepute.

In these circumstances, and at the sole discretion of the Head, withdrawal of the pupil by the parents may be permitted as an alternative to removal being required. The Head shall act with procedural fairness in all such cases, and shall have regard to the interests of the Pupil and Parents as well as those of the College. The Head's decision to require the removal of the pupil shall be subject to a Governors' Review if requested by the parents. The parents will be given a copy of the review procedure current at the time. The pupil shall be suspended from the College pending the outcome of the review. A withdrawal under this clause is not subject to a Governors' review. See clauses 5 and 6 below.

4. **Leaving Status:** The expression "leaving status" has reference to whether the Pupil has been expelled, removed or withdrawn, and to the record which will be entered in to the Pupil's file as to the reason for leaving, and the Pupil's status as a leaver, and the transfer of the Pupil's work to another educational establishment and to the nature of the reference which will be given in respect of the Pupil, and also to the financial aspects of the Pupil's leaving. These and any other

relevant matters of leaving status will be discussed by the Head with the Parents and, where appropriate with the Pupil, at the time of the Head's decision.

5. **Governors' Review:** The parents may request a review by Governors (**Governors' Review**) of a decision to expel or require the removal of the pupil from the College or from boarding (but not a decision to suspend the pupil unless the suspension is for 11 College days or more, or would prevent the pupil taking a public examination). The Head will advise the parents of the Governors' Review procedure current at the time when he/she informs the parents of his/her decision. A Governors' Review will be conducted under fair procedures in accordance with the requirements of natural justice.
  
6. **Review Procedure:** The Clerk to the Governors will advise the Parents of the procedure (current at that time) under which such a review will be conducted by a panel of up to three Governors (including an independent member if requested). If Parents request a Governors' Review, the Pupil will be suspended from College until the decision to expel or remove has been set aside or upheld. While suspended, the Pupil shall remain away from College and will have no right to enter school premises during that time without written permission from the Head.

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| <b>Authorised by</b> | Headmaster    |
| <b>Date</b>          | December 2024 |

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| <b>Reviewed by</b> | DHP           |
| <b>Date</b>        | December 2024 |

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| <b>Effective date of policy</b> | December 2024 |
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