



Exclusions

Related document to P3 – Expected pupil behaviour

Policy Owner: Deputy Head Pastoral

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1. Aims

Rosemead Behaviour Policy is available on the Web site, in Parent and Pupil Handbooks. We encourage the establishment of good teacher / pupil relationships and support for the school's values through a system of rewards and sanctions which are designed to promote a calm and disciplined learning environment.

2. Legislation

This policy is based on the expectations laid out by the Independent Schools Inspectorate (ISI) and references the Independent Schools Standards and Regulations (ISSRs).

3. Roles and responsibilities

3.1 St Dunstan's Education Group

The governing body has ultimate responsibility for the management and control of its schools, but delegates day-to-day oversight to the Head of St Dunstan's Education Group (Head of the Group), who turn line manages the Heads of each school, specifically the Head of Rosemead Preparatory School and Nursery, the Head of St Dunstan's Junior School and the Head of St Dunstan's Senior School. This policy reflects that structure.

The governing body has a duty to:

- Review this policy annually and ensure it adheres to the ISSRs

3.2 The Role of SLT

Parents and pupils need to be aware that some breaches of the Rules, including any criminal behaviour, are considered Serious Offences and incur the most severe sanctions. Sanctions for poor conduct or academic irresponsibility are tiered, and are issued at the discretion of the appropriate member of staff as outlined in the Behaviour Policy. The most severe sanctions include temporary internal (on-site) or external (off-site) exclusion and permanent exclusion. Temporary exclusions are issued by the Deputy Head Academic, Pastoral or Head and may extend for a period of 0.5 school days (normally 0830-1300) up to 5 consecutive school days. In some instances, for example, where

an investigation is ongoing, the Head may extend the temporary exclusion where it is in the best interest of the pupil or the school to do so.

Teachers are not normally required to set additional work for pupils serving temporary exclusions. For external exclusion, pupils are expected to complete the work set on Google Classroom or emailed to them by the relevant member of staff. If serving an internal exclusion, pupils will be provided with appropriate work at school. This work will be marked by the pupil's teachers. Should the exclusion period extend beyond 5 consecutive school days, the school will make every effort to assist the family in finding appropriate educational provision.

Permanent exclusions are only issued by the Head. In order to reach a decision in these circumstances, a disciplinary meeting between the Head, appropriate supporting staff, the pupil and the parents will be convened.

3.3 Staff

Staff are responsible for adhering to the Behaviour Policy and understanding the escalation to the Exclusions policy.

4. Policy content

BEHAVIOURS LEADING TO EXCLUSION

It is hoped that pupils will respond to the school's positive encouragement and rewards and will comply with the school rules at all times. However, the school acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the school. When poor behaviour is identified sanctions are implemented in line with the Rosemead's Behaviour Management Procedures.

Pupils who continue to behave in such a way as to incur additional temporary exclusions are at risk of permanent exclusion. Normally, three internal exclusions will trigger a review from the Head, which may end in permanent exclusion. A student may also be permanently excluded after one incident of some Serious Offences or particularly egregious behaviour.

Serious Offences are infractions that incur the most serious sanctions, including temporary and permanent exclusion. Any single act or developing pattern of behaviour may be deemed a Serious Offence at the discretion of any member of the school Leadership Team. Any offence may be deemed a 'Serious Offence' in the professional judgement of the Head, Deputy Head Academic or Deputy Head Pastoral, given the circumstances and context of the offence. A non-exhaustive list of the sorts of behaviour that are considered Serious Offences and could merit permanent exclusion (including behaviour or conduct outside of school) includes the following:

- o Theft, blackmail
- o Committing a criminal offence
- o Leaving the school Site during the School Day without leave

- o Bullying, including cyberbullying
- o Persistent refusal to follow staff instructions or verbal abuse of staff
- o Physical assault, threatening behaviour or intimidation
- o Behaviour which puts the safety of the pupil, or any other person, in jeopardy
- o Fighting, regardless of extent of physical contact or injury
- o Any abuse on the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination
- o Sexual misconduct including the supply and possession of pornography
- o Vandalism or damage to property through poor behaviour choices
- o Certain violations of the school's Pupil Acceptable Use Policy for ICT
- o Cheating, including plagiarism (not limited to public examinations)
- o Persistent attitudes or disruptive behaviour which are inconsistent with the school's ethos, including on social media
- o Bringing the school into disrepute, whether on site, off site or online

The above is not an exhaustive list, and a pupil may be permanently excluded if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the pupil, or of the school, that the pupil remains at the school.

CIRCUMSTANCES LEADING TO REQUIRED REMOVAL

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of school) includes the following:

- Where attendance is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the school's best interests and/or those of the pupil in question and/or of other children;
- Where progress is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the school's best interests and/or those of the pupil in question and/or of other children;
- Circumstances where the school is unable to meet the pupil's educational needs, including cases where the school cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required.

As set out in the school's Parent Contract, the school may also require the removal of a pupil in circumstances where the Head considers in their discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect)

their child's and/or other children's progress at the school, and/or the wellbeing of school staff; and/or brings (or is likely to bring) the school into disrepute (among the school community or the general public); and/or is not in accordance with their obligations under the Parent Contract.

A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct includes the following:

- treating the school or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the school;
- communicating with the school in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the school community; and
- breaching the Parent Contract.

The school reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to school / school events, communications with the school and/or the imposition of a warning (up to and including a final written warning).

PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES

The school understands and recognises their obligations under the Equality Act and will consider what, if any, reasonable adjustments can be made to ensure pupils with special educational needs and/or a disability are able to comply with the school's behaviour expectations. The school's Behaviour Management Procedure sets out the school's commitment in this regard.

The school will comply with their statutory duties when applying this policy, including using their best endeavours to ensure the appropriate provision is made for pupils with special educational needs and disabilities.

PERMANENT EXCLUSION: PROCEDURE

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation that could result in the pupil being excluded or removed. The Head for their part undertakes to make decisions in respect of exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Head or their nominee). Any findings of fact will be made on the basis of the balance of probabilities.

The school reserves the right to require the pupil to remain away from school as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime if they remain on school premises.

Prior to any disciplinary meeting where permanent exclusion is a consideration, the Head will conduct his own investigation to better understand the circumstances surrounding the case for permanent exclusion.

- The chair of governors will be informed of the investigation.
- The pupil's parents will be asked to attend the disciplinary meeting with the Head at which the Deputy Head Pastoral or other appropriate senior colleague will explain the circumstances of the complaint and the findings of the investigation.
- If considered appropriate the pupil may attend the meeting at a point to be decided by the Head – usually after the parents have discussed the situation with the Head and other relevant staff.
- In all cases, the pupil and their parents will be provided with the opportunity to state their case before any decision is made.
- Relevant members of staff will be available to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of other pupils will be preserved.
- Documents available at the disciplinary meeting before the Head are likely to include:
 - o A statement setting out the points of complaint against the pupil
 - o Written statements and notes of the evidence supporting the complaint, and any relevant correspondence
 - o The investigation report (if applicable)
 - o The pupil's school file and conduct record
 - o The relevant school policies and procedures.
 - o Any information relating to Individual Pupil Needs including SEND, such as Learning Support Profiles or reports from professionals.
- During the Disciplinary Meeting,
 - o The Head will consider the complaint/s and the evidence, including statements made by and/or on behalf of the pupil. Unless the Head considers that further investigation is needed, he will decide whether the complaint has been sufficiently proved.
 - o If the complaint has been proved the Head will outline the range of disciplinary sanctions available to him. These may include removal of academic scholarship or bursary, temporary or fixed term exclusion or permanent exclusion. The Head will take into account any further statement which the pupil and/or others present on their behalf wish to make. The pupil's disciplinary record will be taken into account.
- The Head's decision will not usually be made during the Disciplinary Meeting. Parents will be notified of the Head's decision in writing and any reasons for the decision will be provided.
- If the Head decides that the pupil must permanently leave the school, he will consult with the pupil's parents before deciding on the pupil's leaving status of 'permanently excluded' or, at the Head's discretion, 'withdrawn by parents'.

Additional points of leaving status may include some or all of the following:

- o The form of letter which will be written to the parents and the form of announcement in the school that the pupil has left
- o The form of reference which will be supplied for the pupil
- o The entry which will be made on the school record and the pupil's status as a leaver
- o Arrangements for transfer of any course and project work to the pupil, his/her parents or another school
- o Whether (if relevant) the school can offer assistance in finding an alternative placement for the pupil
- o Whether the pupil will be entitled to leavers' privileges
- o The conditions under which the pupil may re-enter school premises in the future
- o Any financial aspects including payment of any outstanding fees and extras; whether the deposit will be returned or credited; the refund of any prepaid fees

A decision to permanently exclude a pupil shall take effect seven days after the decision was first communicated to a parent. If within seven days the parents have made a written application for a review by the governors, the pupil shall remain under temporary exclusion until the review has taken place.

REQUIRE REMOVAL: PROCEDURE

Prior to any decision being taken by the Head to exclude or require the removal of the pupil, the Head will meet with the pupil and their parents. In circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour, the Head may choose only to meet with the parents.

If the Head considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil / their parents. Following the conclusion of the meeting the Head will reach their decision. The Head will communicate their decision in writing within [five/number] working days from the meeting.

GOVERNORS REVIEW

The school will always offer the right of appeal to any pupil excluded or required to be removed from the school. Any appeal against exclusion will be dealt with by way of Governors Review. If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

- Parents may request a governors' review of the Head's decision to temporarily exclude a pupil (if the exclusion is for 5 school days or more or would prevent the pupil from taking a public examination) or permanently exclude a pupil, by making a written application to the Clerk to the Governors. The application must be made as soon as possible and in any event must be received by the Clerk to the Governors within 7 days of the parent being notified of the decision to exclude.
- In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek.

- The review panel shall be constituted and conducted in line with the procedures are outlined in the stage 3 process of an official complaint (see the Complaints Policy - P11).
- In some cases, the Head may decide to offer parents the right to withdraw their child from the school to avoid exclusion. In such circumstances, it is sensible to make it clear to parents that, should they accept this offer, no right of appeal is available.

For the purposes of this policy “working days” refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

RECORDING AND MONITORING

Where the school imposes exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil’s file.

Details of the exclusion, required removal or suspension will be recorded on the school’s Sanctions Record.

5. Monitoring

This policy will be reviewed by the Pastoral Deputy annually.

At every review, the policy will be approved by the Education committee

6. Links with other policies

This Exclusions policy links to the following policies:

- Safeguarding and Child Protection
- Behaviour
- Anti-bullying
- Complaints