

EXCLUSION POLICY

Policy Owner PPS Heads	Applies to Prior Park Schools (Trust Wide)	Superseded documents Exclusion Policy v3
Associated documents Complaints Policy Behaviour Policy (Schools Specific) Safeguarding Policy Anti-Bullying Policy Child-on-Child Abuse Policy Conducting a Student Search Policy Drugs and Substance Abuse Policy EDI Policy SEND Policy (School Specific) Parental Contract	Review frequency Every two years (unless the legislation/regulations update before this time) Implementation date 1 September 2025	Legal Framework KCSIE Working Together to Safeguarding Children 2023 Education Act 2002 Equality Act 2010

This policy is reviewed biennially, or more regularly as required, prior to approval by Trustees, where applicable.

Last reviewed by:	PEB (Prior Executive Board) and Head of Compliance (Miss E Wickham)
Date last reviewed:	August 2025
Approved by Trustees:	NA Approved by PEB
Date last approved:	31 August 2025
Date for next approval:	August 2027

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:

Curiosity – Generosity – Courage

2. Policy Aims

- to support the schools Behaviour Policies
- 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for a student to be temporarily excluded or to leave school earlier than expected (expulsion/permanent exclusion or withdrawn).

3. Guidance

[Excluding Students - A Practical Guide for Independent Schools.docx](#)

<https://www.gov.uk/school-discipline-exclusions>

[School suspensions and permanent exclusions - GOV.UK](#)

4. 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.

Areas where students could fall short of our standards are also highlighted in other documents, such as the Parental Contract, school handbooks etc which ensures parent and student are fully aware.

Prior Park Schools do not tolerate:

- 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, vapes, snus, or any other nicotine-based items
- abuse of alcohol and other dangerous or intoxicating substances
- behaviour which shows overt support for illegal substances
- vandalism
- computer hacking, cyber-bullying, sexting, supply/possession/distribution of pornography
- misuse of technology to upset and harass others (e.g. by email, text, film, social media)
- sexual violence and/or sexual harassment both online and face to face (both physically and verbally), including those that have happened outside of the school possession of weapons in school, including replica items
- 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' (including vaping) sites 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 within the boarding community (PPC only)
- persistently poor behaviour, despite a series of warnings, with a lack of regard for the School ethos
- unacceptable behaviour out of school

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.

Additionally, as stated in the Parental Contract, the Head may at, her/his discretion, in consultation with the Chair of the relevant Local Governance Committee, require the removal or suspension or, in serious or persistent cases, exclusion of a student from School with immediate effect if the behaviour of either or both parents is, in the opinion of the Head, unreasonable and affects or is likely to affect adversely the student's or other students' progress at School or the well-being of School staff or to bring School into disrepute.

5. 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 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 consult with the Chair of the Local Governance Committee and Chair of Trustees 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.

6. Suspension/Temporary Exclusion

As a result of a formal investigation a student may need to be sent home for a defined period (or internally excluded for Boarding Students at PPC).

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

Suspension/Temporary Exclusion may take two forms.

- i. Fixed-term sanction - 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.
- ii. 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.

The Head will make any such decision in consultation with HsMs/HoH and Senior staff.

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

7. Expulsion/Permanent Exclusion/Withdrawal

The Head will discuss leaving status with the parents directly. The Head will also consult the Chair of the Local Governance Committee before the final outcome decision is agreed upon and the Chair of Trustees is informed.

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.
- Expelled (permanent exclusion) - the Head requires a student to leave the school.

The following steps will be taken:

- a. a formal letter will be sent to parents stating the outcome/basis
- b. announcement may be made in House and School, but this will depend on the circumstances of the case and the agreed outcome
- c. a reference will be discussed and agreed upon
- d. a formal entry recorded on the school record indicating leaving status
- e. arrangements will be made to transfer any work to a new school
- f. public exam entry will be considered if relevant
- g. assistance in finding a place will be given as discussed/agree
- h. fee details will be discussed

Exclusion from Boarding (PPC)

If a student is to be excluded from boarding the Head will discuss this with the parents directly to ascertain whether the student can meet expectations to continue at PPC as a day student as an alternative to permanent exclusion or withdrawal.

If it is deemed that the student can continue as a day student, there is an additional requirement in these circumstances that the student must be able to live with a parent in the UK.

8. Review and Complaints

a. Reviewing the Outcome Decision

If the parents are unhappy with the outcome decision, they can ask for the decision to be reviewed. They will need to make a formal request to the Clerk to Trustees within **five working days**.

A Trustee, who has not been involved in the original discussions with the Head, will review the evidence which the school/Head had when making the decision to expel/permanently exclude, and a record of the process followed (notes of the meetings, etc). The student and/or their parents are able to make representations either in writing or in person, and the Trustee may also ask for the Head to be present to explain the basis on which the decision was reached.

The review decision is final.

Timeframes

- The review will take a maximum of 15 working days to complete.
- The outcome will be sent to the parents via email.

b. Complaining about the Process

If the parents are unhappy with the process followed which led to the outcome, they can make a complaint under the Trust's complaints policy.