Exclusions Policy

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. The College will provide written confirmation of any suspension or potential disciplinary action to parents within 24 hours of the decision being made or becoming reasonably foreseeable. This written notification will outline the reasons for the suspension, the evidence considered, and the next steps in the process.

A suspension is imposed for a defined number of College days and cannot exceed the maximum duration set out in College procedures. Each suspension is a discrete sanction and cannot be automatically converted into a removal or expulsion unless new evidence emerges or serious further misconduct occurs. Repeat suspensions will only be used where proportionate, fair, and necessary to maintain safety and order.

Any decision to require removal will always be fair, proportionate, and taken only after full consideration of the pupil's circumstances, the impact on the school community, and the College's safeguarding duties. [isi.net]

1.1 Consideration of Special Educational Needs and Disability (SEND)

Before any suspension, removal, or expulsion is imposed, the College will consider whether the pupil has any identified or possible Special Educational Needs or Disabilities (SEND) and whether reasonable adjustments are required under the Equality Act 2010. The College recognises that pupils with SEND and/or disabilities are statistically more likely to face exclusion and will therefore take all reasonable steps to avoid such outcomes, including adjustment of sanctions, additional support, and alternative strategies. [family-action.org.uk] However, if does not follow that every incident of misbehaviour will be connected to a pupil's SEND.

Where behaviour may be linked to an underlying need, the College will investigate further and involve relevant pastoral, academic, and safeguarding staff before reaching a disciplinary decision.

1.2 Safeguarding Considerations in Disciplinary Decisions

All decisions regarding suspension, removal, or expulsion will take into account the safeguarding needs of the pupil and others. This includes consideration of mental health concerns, online safety risks, and any relevant contextual safeguarding factors. Where a pupil is known to be vulnerable or at risk, the Designated Safeguarding Lead will be consulted prior to any exclusion decision.

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.

All exclusion-related decisions, evidence, communications, and review outcomes will be recorded accurately and retained in accordance with data protection obligations. These records will be shared with parents upon request, subject to legal and safeguarding constraints.

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 The panel will consist of up to three members, including at least one independent member who has had no prior involvement with the pupil, the incident, or the decision under review. The inclusion of an independent panel member is mandatory to ensure procedural fairness and impartiality. 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.

Authorised by	Head 
Date	February 2026

Reviewed by	DHP 
Date	February 2026

Effective date of policy	February 2026