BURY
GRAMMAR SCHOOL

Exclusions and Required Removals Policy

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This policy is for Bury Grammar School

Policy Statement

At Bury Grammar School ('the School'), we understand that good behaviour and discipline is essential for promoting a high-quality education.

Amongst other disciplinary sanctions, the School recognises that the exclusion or removal of pupils may be necessary where there has been a serious breach, or consistent breaches, of the School's Behaviour Policy or Parent Contract. Excluding, or requiring the removal, of a pupil may also be required in instances where allowing the pupil to remain in school would be damaging to the education and welfare of themselves or others; in all cases, excluding or removing pupils will only be used as a means of last resort.

Decisions will be made on an individual basis, taking account of the pupil's safeguarding needs, SEND, mental health, attendance, vulnerabilities, the views of the pupil and the proportionality of the response.

The School has created this policy to provide clarity on when the School's right to exclude a pupil or require their removal, may be exercised, and to ensure that our procedures are fair and promote natural justice. This policy does not apply to instances when a pupil must leave the School due to non-payment of fees or withdrawal by their parents.

Principles

1. The School will act fairly, reasonably and proportionately in its application of sanctions which includes exclusions.
2. This policy should be read in conjunction with our Behaviour Policy and other School policies listed below.
3. The aim of this policy is to ensure procedural fairness and natural justice and to promote co-operation between the School and parents when it is necessary for a pupil to leave earlier than expected.
4. Bury Grammar School is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.
5. Pupils returning to school after a fixed term exclusion will attend a reintegration meeting with a member of the SLT. The meeting will consider the pupil's views, safeguarding needs, attendance, wellbeing, any SEND requirements and the support required to promote a successful return to school.
6. Members of staff who teach either temporarily excluded pupils, or pupils required to be away from the school during the disciplinary investigation process, will provide work for these pupils to do at home. Where an exclusion becomes permanent, the School will cease to set work on the date that the permanent exclusion is confirmed.
7. An appeals process is available for any exclusion by the parents following the complaints policy.
8. This policy is available to parents and prospective parents on request.

This policy operates in conjunction with the following school policies:

- Parent Contract
- Behaviour Policy
- Anti-bullying Policy
- SEND Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Child Protection and Safeguarding Policy
- Physical Intervention Policy
- Pupil Mental Health and Wellbeing Policy

This policy is available on the School's website and also on request from the School office.

Terminology Used in This Policy:

- A **suspension** refers to a fixed-term exclusion where a pupil is temporarily removed from the school for a set number of days.

- A **permanent exclusion** means that the pupil is removed from the school roll and may not return unless reinstated by the school's governing panel.

- A **required removal** refers to the right of the Principal, under the parents contract to require the removal of a pupil from the school roll

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

Sanctions for breaches of discipline that do not merit exclusion / required removal

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the school's behaviour expectations 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 Behaviour Policy. School staff can issue sanctions any time pupils are in school or elsewhere under the charge of a member of staff, including on school visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of school. Details of the sanctions the School may impose are set out in the Behaviour Policy.

Breaches of discipline outside of the School grounds

The School takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of school can be damaging to the reputation of both the pupil and the School. Where an incident is reported to the School of a pupil/s' poor behaviour outside of the School grounds and the incident has not been witnessed by school staff, the School will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

The School will usually report to the police any activity which it believes may amount to a criminal activity which takes place either within school grounds or outside of its grounds. Suspected drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the School believes a pupil may have taken drugs then the School will seek immediate medical advice and may involve the police.

Alleged sexual offences will generally be reported to the police immediately. Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

Grounds for Suspension or Permanent exclusion

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment. Serious incidents or persistent poor behaviour which has not improved following in-school sanctions and interventions could result in the permanent exclusion of a pupil.

The School will only suspend or exclude a pupil where it is absolutely necessary, and where all other possible disciplinary sanctions, as detailed in the School's Behaviour Policy and in line with the Parent Contract, have failed to be successful. Only the Principal has the power to exclude or remove a pupil from the School, which is derived from the Parent Contract

A non-exhaustive list of the sorts of behaviour that could merit suspension or permanent exclusion (including behaviour or conduct outside of school and, where applicable, online) includes the following:

- Physical assault against a pupil or adult;
- Verbal abuse or threatening behaviour against a pupil or adult;
- Behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- Verbal abuse or threatening behaviour against an adult;
- Use, or threat of use, of an offensive weapon or prohibited item;
- Bullying (including cyber bullying) in accordance with the Schools Anti-Bullying Policy;
- Fighting;
- Committing a criminal offence;
- Abuse on the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination;
- Sexual harassment or sexual violence, including the non-consensual sharing of nude or semi-nude images and/or videos, image-based abuse, AI-generated or digitally manipulated indecent images, or other forms of technology-facilitated sexual abuse
- Drugs and alcohol misuse (including supply/possession/use);
- Wilful damage to property;
- Major breach of Acceptable Use Policy
- Vandalism;
- Theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- Bringing illegal, inappropriate or dangerous items into school, such as drugs, weapons, firearms, pornographic material etc;

- Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- Misconduct which brings or is likely to bring the School into disrepute; and
- Persistent disruptive behaviour or breaches of the School's Behaviour Policy.

The above list is not intended to be exhaustive, and remains at the discretion of the Principal to determine if exclusion is an appropriate disciplinary action in response to an incident or series of incidents. The Principal will decide if a disciplinary meeting is required to address breaches of the School's Behaviour Policy or Parent Contract. The disciplinary meeting process is set out below.

Pupils can be suspended on a fixed-period basis permanently excluded following a fixed term suspension, where further evidence is presented.

In all cases, the Principal will decide which exclusion period a pupil will be subject to, depending on what the circumstances warrant.

The Principal will decide if an offence warrants police involvement if there is a belief criminal activity may have taken place.

All exclusion decisions must consider the safeguarding and welfare of the pupil and whether exclusion may increase the risk of harm or disengagement from education. Where there are concerns that a pupil's behaviour may be linked to criminal exploitation, abuse, or unmet mental health needs, the Designated Safeguarding Lead (DSL) must be consulted before a final decision is made. Exclusion must not increase the risk of harm and all incidents will be recorded within the School's safeguarding system.

Circumstances which may merit required removal

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

- Conduct or behaviour (including conduct or behaviour outside of school) which is unsatisfactory and/or in the reasonable opinion of the Principal, the removal is in the School's best interests, and/or those of the pupil in question and/or other children;

- Where attendance is unsatisfactory and/or, in the reasonable opinion of the Principal, 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 Principal, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;

The School reserves the right to impose sanctions for conduct or behaviour which falls short of required removal, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

Serial or persistent issues

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of more minor misdemeanours and/or repeated short-term absence (as well as long term absence).

Factors to consider when excluding a pupil

Prior to any decision being taken by the Principal to exclude or require the removal of the pupil, the Principal will meet with the pupil and their parents or (in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour or ability to meet need), the parents.

When considering the exclusion of a pupil, the Principal will:

- Ensure an appropriate investigation and evidence-recording process is carried out.
- Give appropriate consideration to contributing factors that are identified after a case of poor behaviour has occurred, e.g. the pupil's SEND, or if the pupil's wellbeing has been compromised, or they have been subjected to bullying.

The views, wishes and feelings of the pupil will be sought and considered as part of the decision-making process, taking account of the pupil's age, maturity, communication needs and understanding.

Staff and senior leaders should exercise professional curiosity when considering exclusion and seek to understand the wider context of the pupil's behaviour, including attendance, family circumstances, online activity, peer relationships and any safeguarding concerns.

In circumstances where the School believes removal may be warranted because the School is unable to meet the pupil's needs, reasonably accommodate adjustments or reasonably provide the level or nature of support required, the School will collate relevant information and evidence (including where available and appropriate any external or expert evidence or assessments), share and discuss these with the parents and provide the parent with a reasonable opportunity to share their views.

Pupils with Special Education Needs and/or Disabilities (SEND)

The Principal will consider what extra support may be available for pupils with SEND, whose suspension or permanent exclusion rates are higher, to reduce their risk of exclusion.

Where any member of staff has concerns about vulnerable pupil groups and their behaviour, they will report this to the Principal who will consider whether a Family Help or multi-agency assessment is appropriate to determine whether the behavioural issues might be a result of educational and mental health needs, or other needs and vulnerabilities.

Where SEND is identified, an individual behaviour plan will be created using the graduated response outlined in the school's SEND Policy. The School will ensure that reasonable adjustments are put in place to support a pupil with SEND comply with the School's behaviour expectations. Where a pupil with an EHC Plan is at risk of exclusion the School will consult the relevant Local Authority before any final decision is made.

Duty to inform parents

A member of SLT will inform the parents of a pupil under investigation for an incident that may result in either suspension or permanent exclusion or removal of a pupil as soon as is reasonably practical.

When a decision is made to suspend or permanently exclude a pupil, the SLT member will inform the parents as soon as practicable, in person or by telephone, of the period of the suspension, or of the permanency of the exclusion and the reasons behind this.

In addition, the School will inform the pupil's parents via written communication of the following:

- The reason(s) for the suspension or permanent exclusion
- The length of the suspension or the permanency of the exclusion
- The arrangements to allow the pupil to study at home, where appropriate
- If and when the pupil is able to enter the school premises during the temporary or permanent exclusion
- In relation to a permanent exclusion, their right to appeal

If the Principal decides to suspend the pupil for a further fixed period following their original suspension, or to permanently exclude them, they will notify the pupil's parents in writing without unreasonable delay.

Decision to exclude / require removal

Any decision made to exclude a pupil will be lawful, proportionate, and fair, with respect to the School's wider legal duties. At all times, the Principal will take into account their legal duties under the Equality Act 2010.

Following any suspension or permanent exclusion, the School will consider whether the incident identifies wider safeguarding, wellbeing, attendance, SEND or family support needs requiring further assessment, intervention or referral. Where appropriate, support will be coordinated through the Designated Safeguarding Lead (DSL), SENDCo, Designated Mental Health Lead and external agencies to promote the pupil's safety, wellbeing and successful reintegration or onward transition.

The Principal 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 Principal or their nominee). Any findings of fact will be made on the basis of the balance of probabilities. The nature and level of investigation carried out by the School will depend on the circumstances of the case. Parents will be provided (to the extent appropriate) with the information / evidence collated which is relevant to the allegation, concern or circumstance (which could result in the pupil's exclusion or removal) and on which the School proposes to consider when reaching its decision.

In circumstances where the potential ground for removal or exclusion relates to the conduct of the pupil or engages their safety or well-being, 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.

The Principal will not issue any 'informal' or 'unofficial' suspensions, e.g. sending a pupil home to 'cool off', regardless of whether the parents have agreed to this. The Principal will not use the threat of suspension or permanent exclusion as a means of instructing parents to remove their child from the premises.

The length of a suspension will be proportionate to the gravity of the offence and will usually last between 1–5 days. In exceptional circumstances it may be appropriate for a pupil to serve a suspension of more than 5 days.

Disciplinary Meeting

The Principal will decide if a disciplinary meeting is required to address breaches of the School's Behaviour Policy or Parent Contract where exclusion is considered necessary.

- A disciplinary meeting, chaired by the Principal will be scheduled if a permanent exclusion is likely or a possibility.
- The pupil will be required to attend the meeting and may be accompanied by a parent or other appropriate adult who has been approved by the School. Legal representation is not permitted.
- The investigating member(s) of staff will also attend the meeting.
- Witness statements (where appropriate) and any other evidence will be presented and both parties will have the opportunity to present their case and ask questions.
- The Principal will not be required to share confidential information, or the identities of pupils or others who have provided information that has formed part of the evidence against a pupil, with parents or the pupil.
- The Principal will hear the evidence, ask any relevant questions and consider aggravating and mitigating circumstances.
- Following the meeting the Principal will consider all the information in reaching a decision.

Meeting Agenda

- All parties will be welcomed to the meeting and will introduce themselves and outline their role during the meeting.
- The investigating member(s) of staff will be asked to present the evidence for the misbehaviour.
- The investigating member(s) of staff will invite questions.
- The pupil will be asked to provide their account of events.
- The pupil will receive questions. The purpose of the questions is to establish the facts and seek their views.
- The Principal will sum up the evidence which has been presented to ensure that he/she has an accurate understanding.

The Decision

- Following the conclusion of the meeting the Principal will reach their decision having taken all the relevant circumstances into account. The Principal will communicate their decision in writing within five working days of the meeting.

Appeals

- If parents/guardians wish to appeal a decision that has been made to permanently exclude or require the removal of a pupil, they should write to the Chair of Governors via the Clerk to the Governors within seven working days and follow Stage 3 of the Complaints Policy. The Complaints Policy can be found on the School's website.
- Parents / guardians are not able to appeal against a fixed term exclusion.
- For clarity, the pupil will remain excluded or removed from the School pending the outcome of the appeal. The outcome of the appeal process is final and there shall be no further right to appeal. If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

Recording and Provision of information regarding exclusions

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. In cases where the decision to require removal was not due to the pupil's behaviour or conduct, e.g. because of the School's inability to meet need or unreasonable parental conduct, this will be clearly noted.

Details of the exclusion, required removal or suspension will be recorded on the School's Serious Sanctions Log.

For certain excluded pupils, information which will be supplied on request to prescribed bodies or persons is:

1. the exclusion start date;
2. the type of exclusion;
3. the reason for the exclusion; and
4. the number of sessions to which the exclusion applies (each school day consists of two sessions, morning (AM) session and afternoon (PM) session)

Information regarding exclusions is held securely.

Monitoring and review

This policy will be reviewed annually. All members of staff will be required to familiarise themselves with this policy as part of their induction programme.

The School will monitor exclusions for trends by gender, SEND status, ethnicity, LAC/PLAC status and pupils with an allocated social worker to identify any disproportionality. This ensures decisions are free from unconscious bias and discrimination, in line with the Equality Act 2010.

Appendix A

Exclusion Policy Issues and Updates

Date	Policy version	Summary of key change(s)
23/08/23	1	Updated language relating to temporary and permanent exclusion and additional information and guidance added relating to school procedures and pupils with and school procedures and factors to consider when excluding a pupil.
21/03/24	2	Updated disciplinary meeting procedure to amend possible chairs.
01 09 24	3	Removed reference to pupil code of conduct, reviewed in preparation for September 2024
October 2024	4	Clarification on role of panel and final decision maker.

01/09/2025	5	• Aligned with *KCSIE 2025* and *Independent School Standards*.
		• Included statutory duties under the *Equality Act 2010*, *GDPR*, and *Working Together to Safeguard Children (2023)*.
		• Terminology clarified:
		• Safeguarding integration:
		• Emphasised that exclusion should never increase risk of harm.
		• Protection of vulnerable pupils:
		• Prioritised additional scrutiny and support before excluding pupils with:
		  ○ SEND or SEMH needs
		  ○ LAC/PLAC status
		  ○ Child protection involvement
		• Behaviour policy alignment
		• Explicitly linked to the Behaviour Policy to ensure proportionality, consistency, and fairness in decision-making.
		• Included a commitment to analysing exclusion data by pupil groups to detect discrimination or bias.

27/01/2026	6	• Change of title of policy to ‘Exclusions and Required Removals’ • New section on Sanctions for breaches of discipline that do not merit exclusion / required removal • New section on Breaches of discipline outside of the School grounds • Updates to the list of the sorts of behaviour that could merit suspension or permanent exclusion • New section on required removals • Updates relating to pupils with SEND • New section on the decision to exclude/require removal of a pupil

		• Update to confirm how decisions to exclude, require removal or suspend as a sanction are recorded
September 2026	7	Updated to reflect KCSIE 2026 and Working Together 2026. Strengthened safeguarding decision-making, pupil voice, Family Help terminology, professional curiosity, reintegration planning and monitoring of disproportionality. Further aligned with the Behaviour, Attendance, Mental Health and Physical Intervention Policies.