EXCLUSION AND REQUIRED REMOVAL POLICY

Policy Owner:	Chief Executive Officer (CEO)
ISSR Reference:	Part 3 – Welfare, Health and Safety of Pupils Part 8 – Quality of Leadership in and Management of Schools
Date of review:	Summer 2026
Approved by:	Group Board
Date of next review	Spring 2027

Version Control Information

Reason for Amendment	Role	Date	Main Changes
Tier 1 policy formatted into SDEG house style and running order	Chief Executive Officer (CEO)	Group Board – Summer 2026	Streamlined format, monitoring wording and policy links aligned to house style

1. Aims

This policy is applicable to staff, pupils and parent/carers of St Dunstan's Education Group (The Group) and aims to ensure all parties are clear on exclusion and required removal of pupils.

2. Legislation and Regulatory Framework

This policy is based on expectations set out by the Independent Schools Inspectorate (ISI), and additionally informed by the following legislation:

- Keeping Children Safe in Education (Sep 2026).
- Equality Act 2010

3. Roles and responsibilities

3.1 Group Board of Governors

The Group Board of Governors has ultimate responsibility for the care of pupils and for approving this policy.

The Group Board of Governors has a duty to:

- Review this policy annually.

3.2 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that each school follows the requirements set out in this policy.

The Chief Executive Officer has a duty to:

- Ensure each school follows what is articulated within this policy.

3.3 Heads of the Schools

The Heads and their respective leadership teams are responsible for implementing and managing the expectations within this policy. This involves ensuring:

- all staff in the school follow what is articulated within this framework
- all staff receive sufficient training on how to implement the principles outlined in the policy

3.4 Staff

Staff are responsible for the provision of expected pupil behaviour in the school. Staff will:

- Implement the framework outlined in this policy

3.5 Pupils and parents/carers

Pupils and parents/carers are responsible for understanding the policy and the expectations placed upon all children across the schools, as well as communicating effectively with the school in its implementation of this policy.

4. Exclusion and required removal management system

4.1 Definitions

Temporary Internal Exclusion	A disciplinary sanction in which a pupil remains in school but is removed from their usual classes and social interaction with peers for a defined period. The pupil will complete supervised work separately from the main school community.
Temporary External Exclusion (historically referred to as a Suspension)	A disciplinary sanction requiring a pupil to remain away from school for a fixed period of time. During this period, the pupil may not attend lessons, co-curricular activities, trips, or other school events unless specifically authorised by the school.
Permanent Exclusion (historically referred to as an Expulsion)	The permanent removal of a pupil from the school as a result of a serious breach of the school's behavioural expectations or where allowing the pupil to remain would seriously harm the welfare, education, or safety of others.
Required Removal	The termination of a pupil's place at the school for reasons other than disciplinary misconduct. This may occur where, in the professional judgement of the school, the relationship between the school and the family has irretrievably broken down or where the school can no longer meet the pupil's needs.

4.2 Principles

Policies relating to pupil behaviour are available on each of the school websites. Across the Group, we encourage the establishment of good teacher / pupil relationships and support for each school's values through a system of rewards and sanctions which are designed to promote a calm and disciplined learning environment.

Parents / carers and pupils need to be aware that some breaches of the school 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 respective policy. The most severe sanctions will include temporary internal (on-site) or external (off-site) exclusion and permanent exclusion.

Temporary internal exclusions are issued by a member of the senior leadership team in consultation with the Deputy Head, and may extend for a period of 0.5 school days (normally 0830-1300) These form part of our Behaviour Policy, and full details of the procedures for such a sanction is outlined in that policy.

Temporary external exclusions are issued by the Deputy Head in consultation with the Head, and may extend for a period of 0.5 school days (normally 0830-1300) up to 45 days in one school year (consecutive or cumulative)

Lunchtime external exclusions can be issued for behaviour around the school site, and require a pupil to be collected from school at the start of lunchtime and returned at the end of lunchtime for a number of days set by the issuing member of the senior leadership team. Each lunchtime exclusion counts as 0.5 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 exclusions, pupils are expected to complete the work set by the relevant member of staff. If serving an internal exclusion, pupils will be provided with appropriate work at school. Should the exclusion period extend beyond 5 consecutive school days, the school will attempt to assist the family in finding appropriate educational provision. As an independent school, we do not work with pupil referral units, however, we may be able to provide families with recommendations of private tuition centres they can explore.

During any periods of exclusion, pupils must not be seen in a public place during normal school hours, including near the school premises.

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 / carers will be convened.

4.3 Breaches of discipline outside of the school grounds

The Group 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 criminal activity which takes place either within the 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.

4.4 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 Group acknowledges that from time to time, pupil conduct may fall below the standards of behaviour reasonably expected by a school. When poor behaviour is identified, sanctions are implemented in line with the relevant behaviour policy.

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 pupil 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 senior leadership team. Any offence may be deemed a 'Serious Offence' in the professional judgement of the Head or member of senior leadership team, 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:

- Drug abuse including supply, possession or use
- Alcohol abuse
- Smoking or vaping
- Theft, blackmail
- Committing a criminal offence
- Leaving the site during the school day without leave
- Wilful truancy from timetabled lessons or activities, including assemblies, timetabled cocurricular activities and registration periods
- Bullying, including cyberbullying
- Persistent refusal to follow staff instructions or verbal abuse of staff
- Physical assault, threatening behaviour or intimidation
- Behaviour which puts the safety of the pupil, or any other person, in jeopardy
- Fighting, regardless of extent of physical contact or injury
- Sexualised language, sexual harassment or violence, including non-consensual sharing of nudes or semi-nude images and/or videos

- Any abuse on the grounds of race, religion/belief, disability, SEND (etc.) or any form of unlawful discrimination
- Sexual misconduct including the supply and possession of pornography
- Vandalism or damage to property through poor behaviour choices
- Certain violations of ICT policies
- Possession or use of unauthorised real or imitation firearms or other weapons
- Cheating, including plagiarism (not limited to public examinations)
- Malicious allegations against staff
- Persistent attitudes or disruptive behaviour which are inconsistent with the school's ethos, including on social media
- Bringing the school into disrepute, whether on site, off site or online
- Failure to adhere to an agreement made as part of a sanction
- In the case of St Dunstan's College Senior School, breaching the phone-free school approach – this varies by year group but includes using their phone around the College, not using their Yondr pouch, tampering with or damaging the pouch, or bringing in tools that could be used to do so

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.

4.5 Circumstances leading to required removal

A non-exhaustive list of the sorts of circumstances that could merit required removal 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 Group'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 / Carer Contract. A non-exhaustive list of the sorts of behaviour that could merit required removal of a student 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).

4.6 Pupils with special educational needs and/or disabilities

- The Group understands and recognises its obligations under the Equality Act 2010 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.
- Each school will comply with its 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.

4.7 Temporary Exclusion: Procedure

Parents / carers will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation that could result or has resulted in the pupil being temporarily excluded from school for any length of time between 0.5 and 45 days in a school year.

The Deputy Head (or Head in their absence) will be informed of any such incidents and will commission an investigation into the incident or allegation, which will usually be led by the child's Head of Year and/or SLT Link. The Deputy Head (or Head in their absence) will decide whether the child should be placed under a segregated regime in school, as a neutral act, whilst the investigation is ongoing.

Upon concluding the investigation, the Deputy Head will review the evidence gathered during the investigation and presented by the investigating member(s) of staff. If they conclude the evidence reaches the threshold for an external exclusion, the evidence will be presented to the Head. In the absence of the Head, the Deputy Head is given the authority to issue the external exclusion on their behalf.

Their conclusion will be reported to parents/carers as soon as reasonably practicable. The dates of exclusion will be determined by the school, and may not always provide notice, depending on the offense for which it was issued.

If, during the course of the fixed-term exclusion, further information is presented that could lead to an extension to the fixed-term exclusion, or the convening of a permanent exclusion

hearing, the Head will be consulted by the Deputy Head with the new information and a conclusion reached, which will then be communicated to parents.

We refer to government guidance for managing exclusions, so appeals for exclusions exceeding 5 days can be made in writing to the governing board. During the appeals process, a panel will be convened to review the procedural fairness of the investigation, as well as the evidence itself to determine if proportionality was applied and a fair conclusion reached.

Exclusions lasting 5 days or fewer are not subject to a formal appeals process. In line with the parent contract, the issuing of sanctions, including external exclusions, is outlined in the Exclusions and Behaviour policies, which include parental support for sanctions given. If concerns are raised regarding such decisions, informal meetings would usually be held with a member of the senior leadership team and parents, during which a summary of the investigation findings will be shared and parents can raise their views on the outcome, but it does not constitute an appeal of the conclusion reached. The anonymity of any witnesses or victims would never be compromised so only a summary would be provided and never the original statements gathered. If concerns remain regarding the following of policy when issuing the exclusion, these can be followed up by the complaints policy, which seeks to examine procedure and policy adherence.

Any complaints or appeals processes occur during the exclusion period and pupils are not permitted to attend school during the time of the appeal, unless the appeal process exceeds the time the child is on exclusion.

4.8 Permanent Exclusion: Procedure

Parents / carers 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 place the pupils understand a segregated regime in school, as a neutral act, during the investigation process.

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

- The CEO will be informed of the investigation.

- The pupil's parents / carers will be asked to attend the disciplinary meeting with the Head at which other appropriate senior colleagues 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 / carers 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:

    - A statement setting out the points of complaint against the pupil
    - Written statements and notes of the evidence supporting the complaint, and any relevant correspondence
    - The investigation report (if applicable)
    - The pupil's school file and conduct record
    - The relevant school policies and procedures.
    - Any information relating to Individual Pupil Needs including SEND, such as Learning Support Profiles or reports from professionals.

- During the Disciplinary Meeting:

    - 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, they will decide whether the complaint has been sufficiently proved.
    - If the complaint has been proved the Head will outline the range of disciplinary sanctions available to them. 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 / Carers 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, they will consult with the pupil's parents / carers before deciding on the pupil's leaving status of 'permanently excluded' or, at the Head of the School's discretion, 'withdrawn by parents / carers'.

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

    - The form of letter which will be written to the parents / carers and the form of announcement in the school that the pupil has left

- The form of reference which will be supplied for the pupil
- The entry which will be made on the school record and the pupil's status as a leaver
- Arrangements for transfer of any course and project work to the pupil, his/her parents / carers or another school
- Whether (if relevant) the pupil will be permitted to return to school premises to sit public examinations
- Whether (if relevant) the school can offer assistance in finding an alternative placement for the pupil
- Whether the student will be entitled to leavers' privileges
- The conditions under which the pupil may re-enter school premises in the future
- 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 /carer. If within seven days the parents have made a written application for a review by the CEO, the pupil shall remain under temporary exclusion until the review has taken place.

4.9 Required 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 / carers. 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 / carers.

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 / carers.

Following the conclusion of the meeting the Head will reach their decision.

The Head will communicate their decision in writing within five working days from the meeting.

4.10 Process of Appeal

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 initially by a review by the CEO and if the parents wish to appeal further they have the right to request a governors' review. If a decision is taken by the parents / carers to withdraw the pupil, the parents / carers will waive any right to an appeal under Stage Two of the Complaints Policy.

- Parents / carers may first request the CEO review the Head of School'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 EA to the CEO. The application must be made as soon as possible and, in any event, must be received within 7 days of the parent / carer being notified of the decision to exclude.

- The CEO will handle their review of the matter under Stage 2 of the Complaints Policy and, as such:

- In their application, the parents / carers must state the grounds on which they are asking for a review and the outcome which they seek.
    - The CEO will normally meet with the parents within 5 school days of receiving the complaint, to discuss the matter and ascertain whether or not a further investigation is necessary.
    - Should an investigation be necessary, the CEO will write to parents with the outcomes of their investigation within 15 school days of receiving the complaint.
    - Ordinarily the decision will be accompanied with an opportunity to meet with the CEO.

Should parents remain dissatisfied with the outcome, they should set out their complaint by writing to the Clerk to the Governors within 15 school days of receiving the outcome from the CEO. The review panel shall be constituted and conducted in line with the procedures are outlined in the stage 3 process of the Complaints Policy.

For the purposes of this policy "school days" refer to weekdays (Monday to Friday) during term time, excluding bank holidays and all school holidays.

4.11 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 Management Information System.

5. Monitoring

This policy will be reviewed annually by the Chief Executive Officer or sooner where required due to:

- legislative change;
- regulatory change;
- inspection findings;
- organisational change.

At every review, the policy will be approved by the Group Board of Governors.

6. Links with other policies

This links with each school's Expected Pupil Behaviour Policy.