The American School in London

Suspension/Expulsion Policy

The current version of any policy, procedure, protocol or guideline is the version held on the ASL website. It is the responsibility of all employees to ensure that they are following the most up-to-date version.

Responsible party	Head of School
Approved by	Educational Experience Committee
Ratified by the Educational Experience Committee:	23 October 2026

Overview

Our expulsion/exclusion policy is based on ASL's mission, Portrait of a Learner and Code of Conduct, and reflects our core values and all applicable UK laws and regulations. As an ASL community member, each student has the right to an excellent education that excites and challenges them in a safe learning environment, to engage actively and constructively in school-sponsored events and activities with other members of the community, to feel cared for and valued as an individual, and to respectfully express beliefs and opinions. As members of the community, students contribute to the learning and social environment and also have the responsibility of upholding our core values. ASL's expectations for all community members are outlined below.

Aims

We are committed to following all statutory expulsion procedures to ensure that every student receives an education in a safe and caring environment.

Our school aims to:

- Ensure that the expulsion process is applied fairly and consistently
- Help students, parents, employees and trustees to understand the expulsion process
- Ensure that students in school are safe and happy
- Ensure all suspensions and expulsions are carried out lawfully

Expectations

Please note that ASL's expectations of student behavior are prescribed by our Code of Conduct and apply to all school-sponsored events, whether on or off campus. The School acknowledges UK laws regarding alcohol and tobacco use. On trips outside of the UK, both the laws of the host nation and the Code of Conduct apply. Furthermore, ASL reserves the right to intervene or take disciplinary action for serious breaches of the Code of Conduct that take place outside of school and/or at events not affiliated with ASL, if the School feels the breaches resulted in risks to health and safety and/or could be damaging to other students, our greater community, or the reputation of the student or School. In such cases, the School may use the same disciplinary process as described below.

Definitions

- In-school suspension: when a student is removed from class and remains in school for a fixed period
- Suspension: when a student is removed from the School for a fixed period
- Expulsion: when a student is removed from the School permanently and taken off the school roll.

Overview of the disciplinary process

Most student infractions are addressed in the moment, by an ASL employee, when and where they occur. In responding to behavioral infractions, other adults, including advisors, administrators and/or parents/guardians may be included in the process as appropriate.

When a Level 2 or Level 3 infraction is suspected or alleged, the School will use the following process to investigate and determine next steps.

First, there will be an initial assessment to determine the nature of the allegation(s), what information is available and what further information is needed, who might be at risk, and who should lead the investigation.

Second, the information gathering stage will take place, which could include interviewing and/or taking statements from students and/or adults as appropriate. Parents/guardians will be notified in due course as appropriate. The School reserves the right to interview students prior to notifying parents of disciplinary incidents. For the most serious (Level III) infractions, which may result in a suspension or expulsion, students will be supported during an interview by the presence of a teacher, advisor or counselor who will serve as an advocate for the student. Under some circumstances, students may be asked to remain out of school during an investigatory process.

Third, the consequence(s) for any infraction identified will be determined. In the Middle School, the divisional principal will make a decision about the outcome and consequences related to an investigation. In the High School, the Student Faculty Disciplinary Board (SFDB) will, in most cases, hold a hearing with students who have been found guilty of a violation after the administration has conducted an investigation. The SFDB does not itself conduct investigations or determine guilt or innocence. The SFDB makes recommendations to the high school administration as to appropriate consequences, following which the high school administration makes the final decision. Parents/guardians will be notified if a student is asked to appear before the SFDB. Please see the high school handbook for more information on the purpose and work of the SFDB.

For the most serious discipline infractions, which could result in a student being asked to leave the School, a hearing will take place with the student and the student's parents/guardians and the relevant school administrator(s), including the Head of School. Only the Head of School or acting Head of School can permanently expel a student from school on disciplinary grounds. The decision can be made in respect of behavior inside or outside of school. The Head of School will only use expulsion as a last resort.

Prior to the hearing, the family will be made aware of the allegations and receive a written copy of the school's evidence and be given time to respond. During the hearing, the Head of School will review the disciplinary process, findings and possible consequences, and invite the student and the student's parents/guardians to give additional input or feedback. After this meeting, the family can decide to withdraw from the school. Following the hearing, the Head of School will make a decision about the appropriate sanction(s) for the student, which may include permanent expulsion.

Following the Head of School's decision, the family has the right to appeal in accordance with the Education (Independent School Standards) Regulations 2014. Full details of the Parent Complaints Policy can be found on the ASL website under ‘Our Policies’.

A decision to suspend or expel a student will be taken only:

- In response to serious or persistent breaches of the school’s behavior policy, **and**
- If allowing the student to remain in school would seriously harm the education or welfare of others

Suspensions

A decision to administer an at-home or in-school suspension will be taken by the divisional principal. The Head of School will be informed without delay. A suspension could be the result of a single Level 3 infraction or repeated Level 1 or Level 2 infractions.

Upon the decision of the divisional principal to administer a suspension:

- Parents/guardians will be notified. In the case of an at-home suspension that is determined during the school day, parents/guardians may be asked to collect the student from school.
- During the duration of the suspension, the student will be provided school work and assignments.
- A re-entry meeting will be held following the suspension before the student returns to classes, with the divisional administration, student and parents/guardians.
- A letter summarizing the disciplinary infraction and consequences will be sent to the family following the suspension. The student and parents/guardians will be informed that repeated serious disciplinary infractions could result in a review of the student’s enrollment at the School.

Appealing expulsions to the Board of Trustees

Appeals are handled in accordance with the School’s Parental Concerns and Complaints policy.