



Exclusions Policy

1. Introduction

- 1.1. This policy is in accordance with the School's Terms and Conditions and should be read in conjunction with the School's Behaviour, Rewards and Sanctions Policy. A pupil may be formally excluded from the School for a fixed term or permanently if it is proved on the balance of probabilities that the pupil has committed a very grave breach of discipline or a serious criminal offence. Permanent exclusion is reserved for the most serious breaches.

2. Policy Rationale

- 2.1. This is an equal opportunity school and our aim is to ensure that all pupils achieve the highest academic standards of work and behaviour, in a stimulating and challenging environment which promotes and celebrates achievement.
- 2.2. The School's Code of Conduct explains the School's expectations of its pupils and what constitutes good behaviour.
- 2.3. Fixed-term exclusion (suspension) will be invoked for serious offences. It may also be used for more minor offences after warnings and other sanctions have been tried and failed. Permanent exclusion (expulsion) from School is rare and will only be invoked for very serious offences or after previous fixed-term exclusions have failed to produce the required satisfactory level of behaviour.

3. Process/Procedure

- 3.1. The Headmaster (or the Deputy Head (Pastoral) / Deputy Head (Academic) in the Headmaster's absence) is the only person who can exclude a pupil either for a temporary period, or permanently, from School. Except in exceptional circumstances, the decision to permanently exclude may only be taken by the Headmaster.

4. General Guidelines

- 4.1. The following general guidelines are provided:
 - 4.1.1. Temporarily excluding a pupil for a specific period of time is a serious sanction and will not be used lightly.
 - 4.1.2. Permanently excluding a pupil from School is the ultimate sanction, and one that should be avoided if at all possible.

- 4.1.3. There are a few actions which are likely to result in an automatic exclusion (fixed-term or permanent). Pupils should be made aware of these (please see Section 10).
- 4.1.4. There may be cases where the decision whether to exclude, or for how long a pupil should be excluded, is based on incidences of unacceptable behaviour over a period of time and the response of the pupil to the support and advice offered.
- 4.1.5. Where possible, parents should always be warned if their child's behaviour is such that it is likely to lead to an exclusion. Parents should be involved in preventative strategies where this is relevant and possible.
- 4.1.6. Support available from the Pastoral Team: the Deputy Head (Pastoral) / Deputy Head (Academic), Head of Year and in particular the Tutor, will focus on improving the pupil's behaviour and will include working closely with parents in order to achieve this objective.
- 4.1.7. The School's Behaviour, Rewards and Sanctions Policy sets out the strategies used and the context in which exclusion is used.

5. Initial Exclusion Procedure

- 5.1. The following initial procedure should be followed where possible when exclusion is considered as a likely outcome for any of the offences outlined in Section 10:
- 5.1.1. The decision to exclude is most likely to follow a particular incident. This one incident in itself may be serious enough to justify exclusion or it could be the culmination of a series of more minor events (please see Section 10).
- 5.1.2. Statements will be taken, where possible, from pupils who witnessed the incident(s).
- 5.1.3. Statements should not be directly quoted or shown to other pupils, or their parents, without the permission of the pupil who made the statement. Leading questions should not be used during this process.
- 5.1.4. If possible, statements from adults who have witnessed the incident must also be taken.
- 5.1.5. The Headmaster will discuss with the Deputy Head (Pastoral) / Deputy Head (Academic) the most appropriate action to be taken. The Housemaster and the pupil's tutor will also usually be consulted at this stage.
- 5.1.6. The Headmaster, in discussion with the Deputy Head (Pastoral) / Deputy Head (Academic) and possibly the Housemaster, will then make a decision as to whether the pupil should be excluded and whether a fixed-term or permanent exclusion is appropriate.

5.1.7. Having decided a route to either a fixed-term or permanent exclusion, one of the following secondary stages of action, outlined below in Section 6 (fixed-term exclusion) and Section 7 (permanent exclusion), will apply.

6. Fixed-term Exclusion

6.1. If, after following the 'initial exclusion procedure' in Section 5 above, the decision of the Headmaster is to temporarily exclude, the following additional steps will be taken:

6.1.1. When a fixed-term exclusion is being considered, the School (normally through the Deputy Head (Pastoral) / Deputy Head (Academic)), will endeavour to contact the parents as soon as possible. A meeting will be convened at the earliest opportunity in order for the parents to be apprised of the circumstances of the situation, after which the Headmaster will decide whether or not to temporarily exclude.

6.1.2. In the event of the fixed-term exclusion of a pupil, the parents of the excluded pupil can expect a letter from the Headmaster or a senior member of staff providing details of the fixed-term exclusion. The letter will clearly state the following:

- the reasons for the fixed-term exclusion
- the length of the exclusion
- the date the excluded pupil is permitted to return to School
- the conditions attached to the fixed-term exclusion
- the time and date of the interview that the pupil will have with the Headmaster on the pupil's return to School

6.1.3. The Housemaster will liaise with the pupil's Tutor, who will arrange for work to be sent home as soon as possible. Work will continue to be sent home throughout the duration of the fixed-term exclusion.

6.1.4. There may be circumstances when an internal exclusion is the relevant type of fixed-term exclusion e.g. for a boarder who cannot be sent home.

6.2. A formal appeal to the Governors is not part of the fixed-term exclusion procedure.

6.3. It should be noted that the above fixed-term exclusion procedure is intended as a guide only.

7. Permanent Exclusion

7.1. If, after following the 'initial exclusion procedure' as described in Section 5 and Paragraph 6.1.1, the decision of the Headmaster is to permanently exclude, the following additional steps will be taken:

7.1.1. A meeting with the Headmaster followed by a letter from the Headmaster, providing details of the permanent exclusion, will be sent, or given, to the parents, clearly stating the following:

- the reasons for the permanent exclusion;
 - the date from which the permanent exclusion commences;
 - an explanation of the procedure for appealing the decision.
- 7.2. The Headmaster will provide copies of the letter for the Chair of the School's Complaints Panel and for the pupil's file.
- 7.3. It should be noted that the above permanent exclusion procedure is intended as a guide only.
- 7.4. If parents are not satisfied with the Headmaster's decision to permanently exclude their son or daughter they may request a Governors' Review. The request must be made in writing to the Secretary to the Governors as soon as possible and in any event within seven days of the Headmaster's decision being notified to the parents. The Secretary to the Governors will advise the parents of the procedure (current at that time) under which a Governors' Review shall be conducted. If the parents request a Governors' Review, the pupil will be suspended from school until the review procedure has been completed. While suspended, the pupil shall remain away from school and will have no right to enter school premises during that time without written permission from the Headmaster.

8. Admission of Pupils excluded from other schools

- 8.1. Any pupil joining Reed's School following exclusion from another school may only be considered for admission after an interview with the Headmaster.

9. Monitoring Exclusions

- 9.1. The Headmaster will keep a record of all fixed-term and permanent exclusions. Fixed-term and permanent exclusions are reported to the Governors every term at the full Governors meeting every term.

10. Exclusion Offences

- 10.1. Although this is not an exhaustive list, serious offences (likely to lead to fixed-term exclusion, but which may lead to a permanent exclusion) include:

- Carrying an offensive weapon
- Persistent and defiant misbehaviour
- Any breach of discipline that the Headmaster considers to be serious whether contrary to the School's Code of Conduct, Rules or otherwise
- Bullying
- Theft
- Exercising a harmful influence in any way
- Failing to make proper use of the teaching provided at the School
- Bringing the name of the School into disrepute
- Any other good or necessary reason

- 10.2. The following very serious offences are likely to lead to permanent exclusion:

- Sexual abuse or assault

- Serious actual or threatened violence (including bullying) against another pupil or a member of the teaching or support staff
- Involvement in any illegal acts or the possession of, or supply of, illegal drugs
- Repeated offences (as outlined in Paragraph 10.1) may also lead to permanent exclusion

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