Suspension & Exclusion Policy

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1. Policy Statement

The School community is based upon respect, courtesy, good manners and fair play.

The School aims to encourage the highest standards of behaviour and moral standards, and respect for its Christian ethos. We foster good teacher/pupil relationships and support for the School's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment.

2. Rewards and Sanctions

All behaviour is dealt with in accordance with the Behaviour Management Policy. The School has a system of rewards and sanctions to encourage good work and behaviour and discourage ill-discipline.

Rewards include:

- verbal and written praise for good work
- achievement points for both effort and attainment that are celebrated following the accumulation of 50, 100, 150, and 200+ points
- formal certificates and awards in assemblies for work of particular merit and to mark special achievements such as winning competitions and subject challenges such as the Maths Challenge
- annual subject and year group prizes
- posting examples of excellent work on the web site
- Head' commendation
- reports to parents.

Disciplinary measures include:

- a verbal reprimand and reminder of the expectations of behaviour
- behaviour point
- reports to parents
- additional work or repeating unsatisfactory work
- setting written tasks such as letters of apology or an essay relevant to the poor behaviour
- loss of privileges
- missing break or lunch time
- detention including during lunchtime and after School
- suspension for a specified period, removal from the classroom
- School-based service or the imposition of a task.

Staff are responsible in the first instance for dealing with minor infringements such as lateness, rudeness or disruption in class, and late or poorly completed work. They may impose any of the sanctions above. Repetition of poor behaviour will be reported to the Head of Department and to the pupil's Assistant Head of Section and may lead to a lunchtime detention.

Minor misconduct in class or other minor misdemeanours are reported to Tutors/ Assistant Head of Section and may lead to a pupil being set a School-based task for a designated time.

The Head may suspend a pupil for a period of time for serious misconduct or for less serious but repeated offences. If suspension is ineffective a pupil may be excluded, or parents may be required for him/her to be withdrawn.

The School will also follow its Child Protection and Safeguarding Policy where appropriate.

3. Exclusion

A non-exhaustive list of behaviours that could merit permanent exclusion includes:

- physical assault against pupils or staff
- behaviour which puts the safety of the pupil, or any other person, in jeopardy
- verbal abuse/threatening behaviour, including inappropriate online activity
- fighting
- committing a criminal offence
- serious or persistent bullying, including cyber-bullying
- any form of abuse or unlawful discrimination on the grounds of a protected characteristic (e.g. race, religion/ belief, disability, special education needs, sexual orientation)
- sexual harassment or misconduct, including the production or dissemination of sexual imagery
- tobacco, vaping, drug and alcohol abuse
- wilful damage to property
- vandalism or computer hacking
- 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, or pornographic material
- persistent disruptive behaviour or serious breaches of the School Rules
- persistent exam/test malpractice
- misconduct which adversely affects or is likely to adversely affect the welfare of members of the School community
- misconduct which brings or is likely to bring the School into disrepute
- other serious misconduct which actually, indirectly or potentially brings the School into disrepute.

The above apply whether they take place in person, over the telephone or online.

Permanent exclusion may also be imposed by the School as a sanction for a series of minor misdemeanours.

A non-exhaustive list of the sorts of parental behaviour that could merit the required removal of a pupil includes:

- 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 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 members of the School community
- behaving in a manner which brings or is likely to bring the School into disrepute
- behaving in a manner which adversely affects or is likely to adversely affect a pupil's progress
- breaching the Schools Terms and Conditions.

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 or communications with the School, and the imposition of a warning.

As set out in the School's Terms and Conditions, the School may require the removal of a pupil in circumstances where the Head considers, in her discretion, that the pupil's attendance or progress at the School is unsatisfactory and the removal of the pupil is in the School's best interests and/or those of the pupil or other pupils.

Required removal may also be imposed by the School as a sanction for a series of minor misdemeanours. "Required removal" refers to the contractual removal of a pupil by the School in accordance with the School's Terms and Conditions.

4. Breaches of Discipline Out of School

The School takes the conduct of its pupils outside of school grounds extremely seriously. The School has the power to sanction pupils for misbehaviour outside of the School premises to such an extent as is reasonable.

The misbehaviour of pupils out of School is taken seriously as it has the potential to damage the reputation of both the pupil and the School.

Where poor behaviour outside of School is brought to the School's attention and the incident has not been witnessed by staff the School will investigate thoroughly before deciding on the imposition of sanctions.

The School will usually report to the Police any activity which it believes may be a criminal whether it takes place on or off the School site. 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, immediate medical advice will be sought, and the Police may be informed.

For alleged sexual offences the School will follow its Child Protection and Safeguarding Policy and seek advice from appropriate agencies, including the Police where required. Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate.

The School may impose sanctions for behaviour outside School where it is reasonable and lawful to do so, in accordance with the Behaviour Management Policy.

5. Special educational needs

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing pupils with special educational needs and disabilities (SEND) or a particular vulnerability at a particular disadvantage compared to other pupils, in accordance with the School's obligations under the Equality Act 2010.

Where there is misbehaviour by a pupil with SEND, the School will consider whether a pupil's SEND has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the pupil, and the appropriate sanction to be applied. It does not follow that every incident of misbehaviour will be connected to a pupil's SEND. For further information on this please see the School's Behaviour Management Policy.

6. Contextual safeguarding

The School will consider whether any misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, harm. Where this may be the case, school staff will follow the School's Child Protection and Safeguarding Policy and consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

7. Investigation Procedure

The Head undertakes to apply any sanctions fairly and, where appropriate, after an investigation has been undertaken. Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being excluded.

The School reserves the right to require a pupil to remain away from School, without prejudice, while an investigation is being undertaken. In certain circumstances a pupil may be placed under a segregated regime on School premises. The pupil will be given an opportunity to provide their account of events.

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

If the Head considers that further investigation is needed, the meeting may be adjourned. The reason for the adjournment will be explained to the pupil and parents.

Following the conclusion of the meeting, the Head will reach a decision on the balance of probabilities. The Head will communicate the decision in writing within five working days from the meeting.

8. Appeals

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 under Stage 3 of the Complaints Procedure and should be made in writing to the Clerk to the Governors within five working days of the pupil's exclusion/required removal.

If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

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

The outcome of the appeal process is final and there shall be no further right to appeal.

9. Recording and Monitoring

Where the sanction imposed is exclusion, required removal or suspension, 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 Serious Misbehaviour Record.

10. Policy monitoring

This policy will be reviewed annually or sooner if changes to legislation, statutory guidance or school procedures require.