



THE ALICE SMITH SCHOOL

Student Exclusion Policy

Implementation Guidelines

Rationale

A decision to exclude a student, either for a fixed period or permanently is seen as a last resort by the school. The school is responsible for communicating to students, parents and staff its expectations of standards for conduct and behaviour, as well as ensuring that a range of policies and procedures are in place to promote positive behaviour and appropriate good conduct.

An exclusion will be initiated after exhausting other strategies or, in the case of a serious single incident, a thorough investigation. Exclusion will be deemed necessary for controlling or supervising the discipline of the School's students or maintaining the peace of the institution,¹ including but not limited as follows below.

Reasons for an exclusion are likely to be one of the following:

- A serious breach of the school's rules or policies
- A serious risk of harm to the education or welfare of the student or others in the school
- Irretrievable breakdown of the relationship between the school and parents
- Where a student has been convicted by any court for a commission of any criminal offence under any written law.

Forms of Student Exclusion from school

1. Temporary Exclusion

A temporary exclusion should be for the shortest time necessary. Evidence suggests that one to three days is usually enough to secure benefits without adverse educational consequences, however in some circumstances a period of up to five school days may be appropriate. A temporary exclusion may be internal (the student remains on campus in isolation) or external (the student must remain at home).

A temporary exclusion for persistent or cumulative problems is likely to be imposed only when the school has already offered and implemented a range of support and management strategies. These could include:

- Discussion with the student
- Mentoring (tutor support)

¹ See Regulation 4 of the Education (Private Educational Institutions) (Discipline of Pupils) Regulations 1998 ("Discipline Regulations").



- Report card (Encouragement Card)
- Discussions with parents
- Target setting
- Checking on possible provocation
- Detention
- Mediation
- Counselling
- Internal exclusions

Temporary exclusion will not be used for minor incidents (for example, failure to do homework, lateness, poor academic performance or breaches of uniform rules), except where these are persistent and/or defiant, which is to be determined at the school's absolute discretion.

Temporary exclusion may be used in response to a serious breach of school rules and policies. In such cases the appropriate senior school leader will ensure that the incident is investigated thoroughly and consider all evidence to support any allegation that may warrant the exclusion, taking account of the school's policies, procedures and expectations.

The student will be encouraged to give his/her version of events and the senior member of staff will check whether the incident may have been provoked, for example by bullying or racial harassment.

If the Campus Principal or member of the Senior Leadership Team decides to temporarily exclude a student, they will:

- Provide the decision to the student in writing
- Ensure that there is sufficient recorded evidence to support the decision
- Explain the decision to the student
- Contact the parents and explain the decision
- Send a letter to the parents confirming the reasons for the exclusion, the length of the exclusion and any terms or conditions agreed for the student's return
- In cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for this work to be followed up by the class teacher
- Plan how to address the student's needs on their return
- Plan a meeting with parents and student before or on the return of the student to school, if it is deemed necessary
- Indicate the right of appeal of the parents and/or student to the Council of Governors with regards to the temporary exclusion.

A temporary exclusion should not be enforced if doing so may put the safety of the student at risk.



2. Permanent Exclusion

A permanent exclusion from school is a very serious decision and the Campus Principal will consult with the Head of School who will make a recommendation to the Chair of Governors before any final decision for an exclusion of this nature is taken.

As with a temporary exclusion, it will follow a range of strategies and is seen as a last resort. It is in response to an extremely serious breach of school rules and policies, such as:

- Violence or threatened violence against another student or a member of staff
- Possession or use of a prohibited item on school premises
- Persistent bullying or cyberbullying, cyberstalking or cyberharassment
- Persistent harassment of a racial or sexual nature
- When progress of the student has been unsatisfactory and despite extensive intervention and support, the student is unwilling or unable to profit from the educational opportunities offered
- Where a student has been convicted by any court for a commission of any criminal offence under any written law.

If the Campus Principal and Head of School decide to permanently exclude a student they will:

- Ensure that there is sufficient recorded evidence to support the decision
- Communicate their decision to the Chair of Governors
- Provide the decision to the student in writing
- Explain the decision to the student
- Contact the parents and meet with them, explaining the decision
- Arrange for the child to be collected from school if necessary
- Send a letter to the parents confirming the reasons for the permanent exclusion
- Indicate the right of appeal of the parents and/or student to the Council of Governors with regards to the permanent exclusion.

Procedure for an Appeal

If the student or the student's parents wish to appeal against a decision taken by the school to permanently exclude, the matter will be referred to the Council of Governors. In such cases, the student or parents must write, within 21 days from the date of service of the school's decision, directly to the Chair of the Council of Governors who will convene a [panel](#) of governors to review the case. The appeal shall be decided within 30 days from the receipt of the appeal and the panel's final decision will be communicated to the student's parents within five working days from the decision. The panel's final decision on the appeal concludes the appeal process and is binding on all parties to the appeal.



Removal from the school or school activities for other reasons

The Campus Principal may send a student home after consultation with the student's parents and a health professional, if the student poses an immediate and potentially serious risk to the health and safety of other students and staff on the school campus. An example of this would be the case of a diagnosed illness such as a notifiable disease. This may also occur when the student is participating in a school activity off campus, such as a residential or sports competition.

In addition, in the case of a serious breach of uniform rules, sending a student home may be deemed necessary in order for the student to rectify the uniform breach prior to a return to campus. For example, in the event that a student dye their hair in breach of uniform rules, the student would be required to return home and re-dye their hair to meet uniform rules.

These situations would not be regarded as an exclusion from school as described in previous sections and should be for the shortest possible time.

Policy Review

This policy is scheduled for review every two years by the Head of School.

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