EXCLUSIONS

APPLICABILITY: All pupils and Staff

AUTHOR: Headmaster

REGULATORY REQUIREMENTS: 15a

This Policy is applicable to all pupils, including those in the EYFS.

Principles

1. There are three sanctions for the most serious disciplinary matters:

    a. Suspension (also known as Temporary Exclusion);

    b. Removal at the Request of the School (also known as Required Withdrawal); and

    c. Expulsion (also known as Permanent Exclusion).

2. The main categories of misconduct across the whole of Tettenhall College which may result in one of the above sanctions are as follows:

    a. Supply, possession or use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco;

    b. Theft, blackmail, physical violence, intimidation, racism and persistent bullying, including cyberbullying;

    c. Misconduct of a sexual nature, including sexting; supply and possession of pornography or indecent images of children;

    d. Possession or use of unauthorised firearms or other weapons; possession of imitation weaponry;

    e. Vandalism and computer hacking;

    f. Persistent attitudes or behaviour which impact negatively on others and are inconsistent with the ethos of Tettenhall College;

    g. Malicious accusations against a member of staff or pupil; or

    h. Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes), on or off the school premises.

3. Action will be taken following a single offence where that offence is deemed to be sufficiently grave. In most cases, suspension will be the result of a first offence, although the Headmaster may at his discretion expel any pupil for a first offence which is considered sufficiently grave to warrant such a step.

4. In other instances, action may be the result of a series of less serious offences, where repetition of these offences indicates the pupil's unwillingness to conform to an acceptable pattern of behaviour. In such cases parents will have been consulted before such a stage is reached in an attempt to correct the behaviour. A pupil may also be required to leave if, after all appropriate consultation, the Headmaster is satisfied that it is not in the best interests of the pupil, or of the School, that he/ she remains.

Aim

5. The aim of this Policy is to ensure procedural fairness and natural justice and to promote co-operation between the School and parents when it is necessary for a pupil to leave earlier than expected.

6. References to the Headmaster include, in his absence, the Head of Preparatory School and the College Deputy. "Parent" includes one or both of the parents, a legal guardian or education guardian. "Removal" means that a pupil has been required to leave, but without the stigma of expulsion.

7. This Exclusions Policy should be read in conjunction with the School's Admissions and Behaviour Policies and procedures.

8. Tettenhall College is fully committed to ensuring that the application of this Policy is non-discriminatory. Further details are available in the School's Equal Opportunities Policy.

9. The Policy applies to all pupils at Tettenhall College, whether or not in the care of the School, including boarders and those in our EYFS setting, but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his/ her parents.

10. This Policy is available to parents and prospective parents on request from the Headmaster's Office and can also be accessed on the School website.

Policy Procedure

11. The Behaviour Policies explain the School's expectations for behaviour and details the rewards for encouraging such standards of behaviour and sanctions for misbehaviour. The following procedures specifically deal only with major disciplinary issues.

Pre-Preparatory (Nursery, Pre-School and Reception)

12. For the Pre-Preparatory, exclusion would only take place once all other appropriate avenues have been explored and exhausted, including one to one intervention.

Suspension (Temporary Exclusion)

13. Only the Headmaster can suspend a child. In his absence, this authority can be delegated to the College Deputy or the Head of Preparatory School. Before deciding to suspend a child the Headmaster will ensure that an appropriate investigation has been conducted; ensure that all the relevant evidence has been considered; give the child an opportunity to be heard; and consult other relevant people if necessary. In cases where initial evidence is sufficient to suspend a pupil, while the full ongoing investigation takes place, suspension will be applied if it is in the interests of the pupil and/or School e.g. the severity/nature of the offence and/or to allow a full investigation to take place). N.B. The investigation must take place in a timely manner and any final exclusion judgement will be inclusive of the day(s) of suspension initially served.

14. Meaningful work will generally be set for a child to do at home during the period when they are suspended for more than one day. In addition, consideration will be given to any relevant problems of the suspended child and how they might be addressed in the interim, together with reintegration post-exclusion.

15. The Headmaster will inform parents without delay, in person (whenever possible) or by telephone. The Headmaster will also write to confirm the suspension, stating the length and the reasons.

16. In making decisions about suspension the Headmaster will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

Removal at the Request of the School (Required Withdrawal)

17. Parents may be required to remove a pupil from the School if the Headmaster is of the opinion that the conduct or progress of the pupil has been unsatisfactory, or if the pupil is unwilling or unable to profit from the educational opportunities offered, or a parent has treated the School or members of its staff unreasonably. The deposit will be refunded in the event of removal from the School and fees in lieu of notice will not be charged, but all outstanding fees and extras will be payable in full.

18. Only the Headmaster can require parents to remove a pupil. In his absence, this authority can be delegated to the College Deputy or the Head of Preparatory School. In making decisions about requiring the removal of a pupil the Headmaster will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

Expulsion (Permanent Exclusion)

19. A pupil may be expelled at any time if the Headmaster is reasonably satisfied that the pupil's conduct (whether on or off School premises or in or out of term time) has been prejudicial to good order or School discipline or to the reputation of the School. The School and the Headmaster will act fairly and in accordance with the

procedures of natural justice and will not expel a pupil other than in grave circumstances. There will be no refund of fees following expulsion (and all unpaid fees must be paid). The deposit will not be returned/ credited, but fees in lieu of notice will not be charged.

20. Some parents prefer, after due consideration, voluntarily to withdraw their child rather than the School imposing an expulsion. However, it must clearly be understood that the Headmaster reserves the right to insist on expulsion.

21. Only the Headmaster can expel a child. In his absence, this authority can be delegated to the Senior Deputy Head or the Head of Preparatory School. In making decisions about expulsion the Headmaster will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

Appeal

22. A decision to expel, or require the removal of, a child is not taken lightly and before it is reached the Headmaster will have given careful consideration to any representations by the parents. In the process, he will consult the Chairman (or in his absence the Deputy Chairman) of Governors and agree the issues relating to exclusion.

23. Parents may, if they wish, communicate with the governors by letter. Any such letter should be addressed to the Clerk to the Governors at the School, Mr R J Ennis, Rees Page Solicitors, 8-12 Waterloo Road, Wolverhampton, WV1 4BL. If parents wish governors to review the case they should set out the nature of their appeal in writing, detailing the nature of their grievance and the reasons they see for review.

Leaving status

24. When a pupil is expelled or required to leave, the leaving status will be one of the following: ‘expelled’, ‘removed’ or ‘withdrawn by parents’.

25. Additional points of leaving status to be decided include:

a. The form of letter which will be written to the parents and the form of announcement in the School that the pupil has left;

b. The form of reference which will be supplied for the pupil;

c. The entry which will be made on the school record and the pupil’s status as a leaver;

d. Arrangements for transfer of any course and project work to the pupil, his/ her parents or another school;

e. Whether (if relevant) the pupil will be permitted to return to School premises to sit public examinations;

f. Whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil;

g. Whether the pupil will be entitled to leavers' privileges;

h. Whether the pupil will be eligible for membership of the Old Tettenhallians and if so from which date;

i. The conditions under which the pupil may re-enter School premises in the future; and

j. Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

The Governors' Review

26. A pupil or his/her parents, aggrieved at the Headmaster's decision, may make a written application for a Governors' Review. The application must be received by the Clerk to the Governors within five working days (days between and including Monday to Friday, not including public holidays) of the decision being notified to a parent. In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek.

27. The Review will be undertaken as soon as is reasonably practicable by a three member sub-committee of the governors, nominated by the Chair of Governors. The panel members will have no detailed previous knowledge of the case or of the pupil or parents and will not normally include the Chair of Governors. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel.

28. The Review will not normally take place during school holidays. The Review Meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential. Those present at the Review Meeting will normally be members of the panel, the Headmaster and any relevant member of staff whom the Headmaster, the pupil or his/ her parents have asked should attend and whom the Headmaster considers should attend in order to secure a fair outcome. Also present will be the pupil, his/ her parents and, if they wish, a member of the school staff who is willing to speak on the pupil's behalf. The parents may be accompanied by a friend or relation. A scribe to keep a written record of the main points of the meeting will also be present.

29. The meeting will be chaired by one member of the Review Panel and conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. The proceedings will not be tape-recorded without the

consent of both the Chair of the Review Panel and a parent and any tape-recording will be used only to assist the panel members in reaching their decision and formulating their reasons. It will belong to the School. The scribe will be asked to keep a written minute of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the Chair of the Review Panel who will conduct it to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comment. The Review Panel will consider each of the questions raised by the pupil or his/ her parents in as much as they relate to the following:

a. Whether the facts of the case were sufficiently proved when the decision was taken to expel or remove of the pupil; and

b. Whether the sanction was warranted - that is, whether it was proportionate to the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the School's Policy in that respect.

30. The decision will be notified, with reasons, to the parents by the Chair of the Review Panel or the Chair of the Governors by letter within ten working days of the meeting. In the absence of a significant procedural irregularity, the decision of the Governors' Review Panel is final.

Discretion

31. The decision to exclude, suspend, require removal or expel a pupil and the manner and form of any announcement shall be in the sole discretion of the School, acting on the recommendation of the Headmaster. In no circumstances shall the School or its staff be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to suspension, the requirement to remove or expulsion or which the Headmaster has acquired during an investigation.

Access

32. A pupil who has been withdrawn, suspended, removed or expelled from the School has no right to enter School premises, be on School grounds or attend School trips without the permission of the Headmaster.