



## EXCLUSIONS POLICY

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### Key Personnel & Contact Details:

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**This policy is applicable to all who work at Ruckleigh School and the pupils, including those in Early Years Foundation Stage.**

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## Introduction

The School seeks to avoid exclusions. These take place for very serious incidents or when a range of strategies and measures have been tried over time to improve a pupil's behaviour and have failed.

Only the Headmaster has the authority to remove a pupil from the school.

## Behaviours that may lead to exclusion

Exclusion from school is the most serious sanction that can be applied. Exclusion, whether temporary or (otherwise) permanent, would be considered in circumstances as detailed below:

### Persistent:

- Bullying, including racist, sexist or any other discriminatory bullying
- Disruptive behaviour
- Physical assault/threatening behaviour
- Intimidation
- Racism
- Malicious damage
- Improper behaviour towards another pupil or a member of staff
- Any other activity that is illegal under English law

### Other circumstances:

- A pupil may be required to leave if, after appropriate consultation, the Headmaster is satisfied that it is not in the interests of the pupil or of the school that he or she remains at the school.

## Types of Exclusion

### Suspension

- A form of temporary exclusion
- A sanction in its own right or exclusion from the school pending investigation or an appeal against expulsion

### Withdrawal by a parent

- This may be a mutually convenient method of exclusion. It provides a compromise whereby the school may agree to provide a reference and possibly assistance with the relocation of the pupil

### Requirement to leave

This may be:

- Because the pupil is not flourishing (parents may appeal)
- For consistent failure to work
- For serious offences

### Expulsion

- This sanction should be used for only the most serious of offences on the basis that guilt is sufficiently well-established. (Parents wishing to appeal against the decision to expel their child should request a Panel Hearing as detailed in the Complaints Policy)

### Leaving Status

If a child is expelled or required to leave, his or her leaving status will be one of the following:

- Withdrawn by parents



- Required to leave
- Expelled

### Procedure following the requirement to withdraw, exclude or expel a pupil

The Headmaster will:

- Inform the pupil's parents of the period of temporary or permanent exclusion giving a reason for the action taken
- Decide upon the entry which will be made on the school record and pupil's status as a leaver
- Decide the form of reference which will be supplied for the pupil
- Discuss whether the school can offer assistance in finding an alternative placement for the pupil
- Arrangements for transfer of pupil's work and records of achievement
- Inform parents of the conditions under which the pupil may re-enter school premises in the future
- Discuss with the Bursar financial aspects relating to:
  - payment of any outstanding fees and extras
  - refund of prepaid fees