# Lincoln Minster School

# Exclusion, Removal and Review Policy

## Introduction

At Lincoln Minster School we understand that circumstances within a pupil's life at school which give rise to the possibility of permanent exclusion or removal are always a matter of grave concern for pupils themselves, parents and all those within the school community. The school recognises, however, that young people are growing up and that they may be prone to make mistakes. Thus, Lincoln Minster School and United Learning, of which it is a member, seek to ensure that pupils who find themselves in such circumstances are treated fairly and firmly but with as much support as the circumstances allow.

This policy contains guidelines, which may be adapted as necessary, explaining the circumstances under which a pupil may be permanently excluded from the school, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the school, including those in the EYFS setting and in boarding, 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.

The aims of this policy are:

- To support the school's behaviour and discipline code
- To ensure procedural fairness and natural justice
- To promote co-operation between the school and parents when it is necessary for a pupil to leave earlier than expected

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Lincoln Minster School is fully committed to ensuring that the application of this Exclusion, Removal and Review Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Lincoln Minster School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school offices and should be read in conjunction with the following documents: Admissions policy, Behaviour policy, Substance Misuse policy, Safeguarding and Child Protection and Anti-Bullying policy and procedures.

The school believes that exclusion is recognised as an appropriate sanction, however permanent exclusion will usually be used only as a last resort when a range of other strategies have been tried

and exhausted. Most exclusions are the result of serious and/or persistent breaches of the school's discipline policy. During exclusions the Head (or nominated senior member of staff) will remain in contact with the pupil to monitor and ensure the safety and welfare of the pupil and others. A permanent exclusion for a serious breach (e.g. a one-off or first offence) should only happen in the most serious of circumstances and exclusions should only be instigated when all other routes have been exhausted and/or as detailed in this policy.

Exclusions will only ever be issued by the Head (or Deputy Head with delegated authority in the Head's absence). Any decision to require the removal of a pupil or to permanently exclude a pupil will follow consultation with Head of Independent Schools at United Learning.

An exclusion appeal process is provided for parents. An appeal against a temporary exclusion is made under Stage 1 of the Complaints Procedure and an appeal against a permanent exclusion/required removal is made under Stage 3 of the published Complaints Procedure.

In this policy, reference to 'exclusion' includes both fixed term (temporary) and permanent exclusions. Where the policy is referring to a specific type (i.e. fixed term or permanent) of exclusion, the wording will make this clear.

This document is reviewed annually by the Head or as events or legislation change require.

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## 1. Policy statement

In this policy, reference to 'exclusion' includes both fixed term (temporary) and permanent exclusions. Where the policy is referring to a specific type (i.e. fixed term or permanent) of exclusion, the wording will make this clear.

**Behaviour warranting exclusion**

The main categories of behaviour which may result in exclusion or removal are:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying
- Misconduct of a sexual nature, supply and possession of pornography
- Possession or use of unauthorised firearms or other weapons
- Intentional damage to the school's property or to property belonging to a member of staff or another pupil, including ICT systems, abuse of or intentional damage to the school's computer system and of the internet, and non-compliance with any policy issues by the school addressing these matters specifically
- Persistent attitudes or behaviour which are inconsistent with the school's ethos
- Other serious misconduct towards a member of the school community or which brings the school into disrepute (single or repeated episodes) on or off school premises.

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

The geographical location of the categories stated above extends to behaviour outside of school which brings the school into disrepute and/or could have repercussions for the orderly running of the school.

**Exclusion from school**

There are two types of exclusion:

1. **Fixed term exclusion (temporary exclusion/suspension)**

This is a temporary exclusion usually for a **fixed number of days**. The pupil should remain at home during this period (during which time the school will take reasonable steps to set and mark work for the pupil). Fixed term exclusions may be, for example, for a period of between 24 hours and 5 days for very serious indiscipline; or less serious offences, where repeated punishment has proved

ineffective. If a fixed term exclusion is ineffective, the Head may be forced to permanently exclude the pupil, or to require him/her to be removed (as described below).

### 2. Permanent Exclusion

This is where the pupil is permanently removed from the school and the contract between the school and parents in relation to the excluded pupil is terminated. The decision will only be taken where the pupil has committed a serious breach or persistent breaches of the school's behaviour policy; and/or allowing him/her to remain in the school seriously harms the learning or welfare of the pupil or others in the school; and/or the parents have breached their contractual obligations with the school, including with regard to non-payment of fees.

For breach of school discipline by a pupil, permanent exclusion will, in most cases, be after a wide range of alternative strategies have been tried without success. However, there will be exceptional circumstances where, in the Head's professional judgement, it may be appropriate to permanently exclude a child for a single serious breach (one-off or first offence). Examples of misconduct that may lead to Permanent Exclusion are shown in the Appendix at the end of this policy statement.

## 2.Stages of Exclusion

The exclusions process will usually fall into **three stages**:

1. Investigation
2. Decision by the Head
3. **If requested by parents:** Consideration of the Head's decision by a Stage 3 Panel

The initial decision on whether to exclude is for the Head to take. As part of considering each permanent exclusion, **the Head must consult with the Head of Independent Schools at United Learning before the decision is reached**.

### 1. Investigation

The Head will apply sanctions fairly, and, where appropriate, after due investigative action has taken place. Parents will be informed in writing as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being excluded.

In some cases, investigation may not be immediately possible if, for example, the incident is complex and a number of witness statements are required. In this case, the Head may issue a fixed term exclusion for a short period (a maximum of 5 school days is usual) as a neutral act:

- to allow investigation to take place; and/or
- to give opportunity for a reasoned decision.

In this case the letter informing parents of the fixed term exclusion will clearly state that the reason for the fixed term exclusion is **"to allow investigation into an incident which may result in permanent exclusion".** The letter will not state that the fixed term exclusion is, in itself, punishment for the incident under investigation. Further information about the investigation process can be found below.

### 2. Decision by Head

Once the investigation is complete, a further letter will be sent containing one of the following:

- notification for the pupil to return to school;
- an extension to the fixed term exclusion (if reasonably required); or
- notification of a permanent exclusion.

Decisions will be reached on the balance of probabilities e.g. it is more likely than not that the pupil committed a serious breach of school discipline. In exceptional cases, usually where further evidence not available at the time of the investigation has come to light, a fixed term exclusion may be extended and/or converted to a permanent exclusion. Similarly, the Head may choose to dismiss a fixed term exclusion in the light of new evidence.

**Behaviour outside School**

The Head has the authority to make disciplinary decisions about behaviour taking place on trips, outings, sporting fixtures, or travel/movement in the vicinity of the school. Subject to the requirements of this and the school's Behaviour Policy, the Head may discipline pupils even if the circumstances giving rise to exclusion occur when the pupil is out of school. By way of example, this may apply in the following circumstances:

- Misbehaviour when the pupil is:
    - taking part in any activity organised by the School, or related to the School;
    - travelling to and from school;
    - wearing school uniform; or
    - in some other way identifiable as a pupil of the School.
- Misbehaviour at any time, whether or not the conditions above apply, that:
    - could have repercussions for the orderly running of the School;
    - poses a threat to another pupil or member of the public; or
    - could adversely affect the reputation of the School.

In all cases, the above misbehaviour would apply whether it took place in person, over the telephone or online (including on social media).

**Police Involvement and Parallel Criminal Proceedings**

The process of exclusion from school and any related criminal proceedings can, and should, run in parallel. However, in certain circumstances the school's own disciplinary process may need to be

postponed pending the outcome of the police investigation. Lincoln Minster School will liaise closely with the Police in such cases to avoid jeopardising any Police investigation. In such circumstances, an extended fixed term exclusion may be used (if appropriate).

The school will take particular care if there are ongoing safeguarding concerns and ensure that our safeguarding procedures are followed, in order to avoid jeopardising any external investigation. In such a circumstance, appropriate advice will be sought before taking any disciplinary decision.

**Required Removal**

Any decision to require the removal of a pupil will follow consultation with the Head of Independent Schools at United Learning before the decision is reached by the Head.

Required removal may be an option available to the Head as an alternative to exclusion.

By way of example, a Head may require parents to remove a pupil when, in the professional opinion of the Head, there has been a breakdown in the relationship between the pupil and/or parent(s) and the School. This may arise through:

- A breakdown of trust and confidence between the School and the parent(s). This may manifest itself in a number of ways, including:

    - unreasonable behaviour or conduct of parents which adversely affects (or is likely to adversely affect) their child's or other children's progress at the school, or the wellbeing of staff and/or brings (or is likely to bring) the school into disrepute
    - parent(s) not supporting the school in behaviour management
    - vexatious behaviour, such as parents repeatedly bringing unsubstantiated claims
    - abusive behaviour by parents to the school's staff, pupils or other parents (for example as a spectator at school fixtures)

- A breakdown of trust between the school and the pupil. This may manifest itself in a number of ways, including:

    - persistent misconduct such as unauthorised absence from school;
    - unsatisfactory attendance and, in the reasonable opinion of the Head, the removal is in the school's best interests and that of the child or other children;
    - when a pupil has brought a malicious or unjustified allegation against a member of staff;
    - Other circumstances where the Head (after appropriate consultation) is satisfied that it is not in the best interests of the pupil, or of the School, that the child remains at the School.

**The above are examples only**. Any termination of the Contract will be in accordance with our published policies and the provisions of that Contract.

**Investigatory Procedures**

All misbehaviour or disciplinary incidents will be dealt with by the School as soon as it is reasonably possible to do so.

In the event of an incident of serious misbehaviour, an investigation will be carried out to establish the facts. An investigation of a complaint or allegation about serious misbehaviour may be coordinated by the Deputy Head (Pastoral) or another appropriate member of senior staff. It is important to ensure that parents are 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.

To ensure a fair process, the pupil will be given the opportunity to give their account of events and to put forward any mitigating factors: this is important to establish whether there are grounds for the reported complaint and/or a formal investigation. A pupil who is waiting to be interviewed may be segregated and the School may confiscate a pupil's mobile phone or other personal belongings (as appropriate) for such a period as it is deemed necessary. Due regard will be had to any vulnerability and/or SEND the pupil may have, which could influence whether any additional support should be put in place.

If other pupils and staff are involved, it may be appropriate to speak with them and/or ask them to prepare written statements as soon as possible after the incident has taken place. The findings of the investigation should be presented to the Head for consultation and consideration.

**Suspension (Pending an Investigation)**

While an investigation into a pupil's conduct is carried out, a pupil may be suspended from school and may be required to stay at home, or with their education guardian. Alternatively, the pupil may be placed under a segregated regime on school premises ('internal suspension'). When a pupil is suspended, teachers will set work to be completed by the pupil during their period of absence.

Lincoln Minster School affirms that it owes a duty of care to any pupil who is suspended pending an investigation.

**Search**

The School reserves the right to search pupils and their possessions and will ensure such searches are conducted in line with guidance on searches and confiscation issued by the DfE ("Searching Screening and Confiscation") and the School's own Behaviour policy.

**Reports to the Police (and others)**

The School will usually report to the Police any activity which we reasonably suspect may amount to criminal activity which takes place either within the school grounds or outside of its grounds.

Possession of items including (but not limited to) drugs, weapons or phones which are evidence of an offence must be passed to the Police as soon as possible. Any article that is reasonably suspected to be an offensive weapon must also be passed to the Police.

If the School reasonably suspects that a pupil may have taken drugs then we will seek immediate medical advice and involve the Police and/or children's social care, where necessary and appropriate.

In cases where a pupil is suspected or alleged to have committed an offence, such as rape, assault by penetration or sexual assaults, the initial step is to pass the concern directly to the Police. This will often be a natural progression of making a referral to children's social care. The School's Designated

Safeguarding Lead (or a deputy), will lead the School's response and is aware of the local process for referrals to children's social care and making reports to the Police. The alleged victim's parents will usually be informed (subject to data protection and safeguarding considerations) of the incident and will be told that the Police have been informed. Further information and guidance is to be found in KCSIE – Part 5.

The School will ensure that our Safeguarding and Child Protection Policy is followed and that there is appropriate support in place for all pupils involved.

**Disciplinary Meeting**

A formal disciplinary meeting will always follow where the investigation has identified a case for which permanent exclusion is a possible outcome.

**Preparation for the Meeting**

The Head will convene a meeting to consider the matter and invite the pupil and his/her parents to attend the meeting. The Chair of the LGB will also be kept informed (but should **not** take part in the process). Prior to the meeting, certain documents should be made available to the pupil (as appropriate to their age and understanding) and their parents, wherever possible. These documents may include, but are not limited to:

- a statement setting out the points of complaint;
- written witness statements;
- notes of the evidence in support of the complaint;
- the relevant school policies and procedures; and
- the investigation report.

Due regard will be had to confidentiality owed to other pupils and/or families and compliance with the school's data protection obligations. Documents may therefore require redaction or a summary being provided instead. Any written submission provided by, or on behalf of the pupil, should be passed to the Head before the disciplinary meeting. A minimum of one full working day before the meeting is necessary, in order to allow sufficient time for the Head to review the incident.

The pupil should be in attendance throughout the disciplinary meeting and may be accompanied by a trusted adult (which may be a member of staff). The pupil's parents may similarly be accompanied, should they wish. Legal representation is not appropriate and is not permitted. Parents may take their own written notes of the meeting but electronic recordings are not permitted. The Head will inform all attendees at least 24 hours in advance of the disciplinary meeting.

**Proceedings**

The process to be followed at the disciplinary meeting shall be determined by the Head but will be as informal as possible. The meeting will be conducted in a manner appropriate to the age, understanding and maturity of the pupil/s involved, taking into account any additional needs of the pupil/s in all circumstances. Notes will be taken by the School during the disciplinary meeting. The

meeting will be followed up in writing, to confirm what was discussed. A copy of the notes can be provided to the parents, if they request this.

The pupil will have an opportunity to provide their account and both the pupil and his/her parents will be able to ask questions. The pupil/parents will be able to address the Head on the issue of sanctions.

If the Head considers that further investigation is needed, the disciplinary meeting may be adjourned, and the reason for this adjournment will be explained to the pupil and their parents. If an adjournment is not necessary, the Head will communicate their decision in writing as soon as reasonably practicable following the meeting and in accordance with any timeframe(s) set out in school policies. The Head will include the reasons for their decision and the appropriate sanction. The pupil's previous disciplinary history may be taken into account, when reaching a decision.

Due regard will be had to any SEND the pupil may have and whether this may have contributed to the misconduct in question. Consideration will also be given to the school's obligations under the Equality Act 2010 where the pupil may be considered as having a disability.

**Leaving status**

If the Head decides that a pupil should leave Lincoln Minster School, the pupil's parents *may* be consulted to determine the appropriate leaving status for that pupil (i.e. permanent exclusion, required removal or voluntary withdrawal by the parents). There is no obligation on the Head to consult with parents. If the decision is made by the parents to withdraw the pupil, there will be no right to appeal.

Pupils who have permanently left the School, irrespective of leaving status, will not be permitted to re-enter School premises without prior consent from the Head and may not be permitted to sit public examinations at the School, irrespective of the timing of the offence(s). The School may make arrangements for the transfer of any course and project work to either the leaving pupil, the parents or to another school.

**Decision letter**

The Head's decision letter will make clear to parents the disciplinary sanction that has been applied, the reasons for the decision (with reference to appropriate school policy and/or the terms of the contract, where applicable) and any right of appeal and how parents may exercise this.

Where a pupil is permanently excluded, the sanction that will be applied to the pupil will be that of a permanent exclusion. This means that the pupil is permanently excluded *unless and until* the decision is overturned (such as following a review by a Stage 3 Panel on appeal). This means that the excluded pupil will not be allowed back into school *unless* the permanent exclusion is reversed.

## 3. Appeal Hearing

An appeal process will be available to parents of a permanently excluded pupil or where the pupil is required to leave the School. The right to appeal does not extend to temporary suspensions (whether pending an investigation or as a sanction) or where the pupil is withdrawn by the parents. The School will use the final (panel) stage of our Complaints Procedure (Stage 3).

The timescale referred to below supersedes the timeframes provided for in the Complaints Procedure when it relates to an appeal against the permanent exclusion/required removal of a pupil. Should the School receive a request outside the specified period, we are not obliged to arrange an appeal, but it is recognised that there may be exceptional circumstances where an appeal may be accommodated; in such circumstances, we may exercise our discretion and arrange a Stage 3 panel hearing to take place outside the normal timescales.

**Request for Review**

Upon notification of the Head's decision to exclude or require a pupil to leave the School, parents may wish to appeal the Head's decision and request a Panel hearing under Stage 3 of the Complaints Procedure. The process set out in Stage 3 of the Complaints Procedure will be followed.

An application for review should be received by the Clerk to the LGB within 72 hours of the decision being notified to the parents and should clearly set out the grounds on which parents are asking for a review and the outcome that they seek.

**Review Hearing (under Stage 3 of the Complaints Procedure)**

The review will be undertaken by two members of the LGB and at least one person that is independent of the School, in accordance with Stage 3 of the Complaints Procedure. None of the panel should have detailed prior knowledge of the case. Parents will be notified in advance of the names of the members making up the review panel. The meeting will take place at the School premises and within the timeframes set out in the school complaints policy. Note that a review meeting will not normally take place during the school holidays.

A review meeting is an internal procedure and all those involved, or who are concerned in the procedure, will be reminded to keep its proceedings confidential. Those present at the hearing will usually be:

- members of the review hearing and the Clerk to the LGB;
- the Head and any relevant members of staff whose presence the Head considers to be necessary to secure a fair outcome for the pupil; and
- the pupil (where appropriate)
- the pupil's parents and, if they wish, the parents may be accompanied by a friend or relation who is not legally qualified.

**Conduct of the Review Hearing**

Lincoln Minster School will follow the process set out in our complaints procedure when conducting a Stage 3 Panel Hearing. In addition to ensuring compliance with our own complaints procedure, will aim to ensure that following arrangements are in place:

- The review hearing will be chaired by one member. As with the disciplinary meeting, the hearing will be conducted in an informal, non-adversarial manner appropriate to the age, understanding and maturity of the pupil involved, taking into account any additional needs of the pupil in all circumstances.

- Someone will be asked to take minutes of the hearing. This will usually be the Clerk to the LGB. A copy of the minutes can be provided to the parents after the meeting, if the parents so request.
- Parents may take their own notes of the meeting, but electronic recordings are not permitted.
- The Chair of the Panel will ensure that all those present have the opportunity to ask questions and make appropriate comment.
- The Chair of the Panel may at his/her discretion adjourn or terminate the hearing. If the hearing is terminated without a conclusion being reached, the original decision of the Head will stand.

**Decision**

The Panel will consider the grounds for the review and may decide to either:

- uphold the decision of the Head and, if minded to do so, with agreement of the Head, discuss the pupil's leaving status (i.e. permanent exclusion, required removal, or withdrawal) with a view to reaching an agreement; or
- if they wish, recommend the decision of the Head to be reviewed and, if minded to do so, recommend the Head reviews their decision including recommending an alternative sanction.

The decision will be notified, together with the reasons for the decision, to the parents by the Chair of the review hearing in writing within the 72 hours of the panel meeting.

**Confidentiality**

All those participating in the application of this policy including parents and pupils are required to keep all statements, correspondence, notes and documents confidential except where legally required to disclose them.

**Responsibilities of the School**

The procedures followed aim to ensure fairness and openness in the handling of exclusions. The School will at all times follow this guidance and relevant school policies and will ensure compliance with our Terms and Conditions.

**Role of the LGB (Local Governing Body)**

The United Learning Trust Charity Board has delegated powers to the LGB to review the Head's decision to exclude. Where parents request an appeal, two members of the LGB and the independent Panel member should consider any representation(s) about an exclusion made by the parents of the excluded pupil.

**The Panel's Decision**

As noted above, the Panel may decide to uphold an exclusion or recommend reconsideration by the Head. Only in *very* rare circumstances will a Panel decide to overturn the Head's decision and order reinstatement (either immediately or by a particular date).

The Panel must inform the parent and the Head of their decision, in writing, without delay and within 72 hours of the meeting, stating their reasons. A note of the Panel's decision will be placed on the pupil's school record with copies of relevant papers.

**Role of the Clerk to the LGB**

The panel may appoint a Clerk. The Clerk will not be a member of the governing body or the Heads' personal assistant. The role of the Clerk is to handle the administrative arrangements for considering exclusions. The Clerk will not contribute to the meeting other than in an administrative capacity. Where possible, the Clerk should be experienced in exclusion matters so that the meeting can progress smoothly.

**The role of United Learning**

UL does not have a decision-making role in exclusions for any school. The Charity Board has delegated this responsibility to the Head of each school. As part of considering each permanent exclusion, however, the Head will consult fully with the Education Director of United Learning (or delegated executive) before a decision is reached. It is the Panel which has the duty to review the Head's decision to exclude, when requested by the parents.

**Deleting a pupil from the school roll**

Where a pupil is permanently excluded or is required to leave, the pupil will not be removed from the roll until such time as the timeframe for appealing the Head's decision has passed and/or the outcome of any Stage 3 Panel review is known. A pupil can only lawfully be deleted from the admission register on the grounds prescribed in the Education (Pupil Registration) (England) Regulations 2006, as amended. These Regulations list the limited lawful grounds for removing a pupil from the roll. These include:

- The pupil has been registered at another school (unless it is agreed that the pupil should be registered at more than one school)
- The pupil is registered at more than one school, but has ceased to attend the school in question and a school at which the pupil is registered has given consent to the removal
- Written notification has been received from the parents that the pupil will be receiving education otherwise than at school
- **The pupil has been permanently excluded**
- The pupil, who is *not* of compulsory school age, has ceased to attend the school

**Remedies After The Panel's Decision**

There are various courses of action parents may take if they are unhappy with the decision to exclude and/or the management of the exclusions process. By way of example, these could include:

1. A complaint to the Department for Education, ISI and/or Ofsted if parents consider there are whole school issues that have not been addressed.

2. **Breach of contract** – if parents believe the school has acted in breach of the Terms and Conditions of the contract
3. **Equality Act 2010 claim – if** parents are of the view the decision is discriminatory and/or otherwise in breach of the Equality Act 2010

## 3. Definitions

*'Exclusion'* means that a pupil has been forced to leave.

*'Removal'* means that a pupil has been required to leave, but without the stigma of exclusion.

References to the *'Head'* include the Head of the Preparatory School and Deputies.

*'Parent'* includes one or both of the parents, a legal guardian or education guardian.

## 4. Investigation Procedure

**Ethos:** An investigation and any subsequent meeting will be conducted fairly, with respect for individuals and for natural justice and in a way which is appropriate to a school, without formal legal procedures.

**Complaints:** Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the Deputy Head Pastoral (Senior School) or Head of the Preparatory School, and its outcome will be reported to the Head.

**Suspension:** A pupil may be suspended while a complaint is being investigated.

**Search:** On suspicion, consent should be sought for any searches of pupils' belongings or property e.g. lockers. Any searches must be in the presence of a second adult witness. Individuals should be aware that if consent is refused the school may proceed in calling the Police or the parent. Physical searches of pupils are not allowed by law.

**Interview:** If a pupil is interviewed formally about a complaint, it must take place with another adult present. The interviewee will:

- Explain that answers to questions will be written down.
- Explain what has been alleged (although confidentiality may not allow the accused to be told by whom).
- Read through the notes, and ask the pupil to sign, date and time the notes, and ask the witness to do the same. Inform the pupil of the next stages of the investigations.
- A statement will then be written setting out the points of complaint. If deemed necessary the Head will decide whether to continue to the next stage.

**Leaving Status**
If a pupil is expelled or required to leave, the leaving status will be one of the following: *"excluded", "removed"* or *"withdrawn by parents".*

Additional points of leaving status include:

- The form of letter which will be written to the parents and the form of announcement in the School that the pupil has left.
- The form of reference which will be supplied for the pupil.
- The entry which will be made on the school record and the pupil's status as a leaver.
- Arrangements for transfer of any course and project work to the pupil, his/her parents or another school.
- Whether (if relevant) the pupil will be permitted to return to school premises to sit public examinations.
- Whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.
- Whether the pupil will be entitled to leavers' privileges.
- The conditions under which the pupil may re-enter school premises in the future.
- Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

**Appendix**

**Examples of Misconduct that May Lead to Permanent Exclusion**

Permanent exclusions are extremely serious and will only be used in exceptional circumstances. Permanent exclusions will only be in response to persistent misconduct of a serious nature, where other sanctions have been attempted and not resulted in improved behaviour and conduct.

There are a few single incidents that may lead to a permanent exclusion, these are:

- a serious breach of safety requirements likely to endanger other people or the pupil themselves;
- use or possession of or supply of alcohol or illegal drugs within the school premises or during school organised activities;
- removal of, or damage to, school property;

- stealing from the school, employees of the school, or from other pupils;
- intentional damage to property;
- abuse of the school's computer system and of the internet;
- sexual misconduct, abuse or assault;
- serious actual or threatened violence or physical assault against another pupil, member of staff or worker in the school;
- carrying an offensive weapon (defined as any item made or adapted for causing injury);
- bullying and/or harassment including racial, sexual or homophobic harassment;
- wilful defiance of the properly exercised authority of the school and its staff;
- bringing the school into disrepute or acting in a manner deliberately to undermine the school's principles or ethos.

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| **Reviewed By** | C Brigden – Deputy Head |
| **Approved By** | C Brigden and K Richards - Head & Chair of Gov |
| **Date** | September 2026 |
| **Reason for Change** | Annual Review |
| **Next review date** | September 2027 |