

INSPIRATIONAL
Box Hill School

BOX HILL SCHOOL EXCLUSION POLICY

The decision to exclude a student from school, either temporarily or permanently, is never one taken lightly by the school.

Temporary Exclusion (TE) is not an appropriate sanction for minor breaches of school discipline, but may be used for:

- Disruption of learning
- Continual breaches of school discipline
- Verbal or physical abuse of another student or a member of staff
- Indecent behaviour
- Wilful damage to property
- Misuse of substances, such as alcohol, vaping, tobacco, “soft” drugs (personal consumption)
- Theft
- Racism
- Unkindness
- Discriminatory remarks (for example based on religion or gender)
- Unacceptable behaviour which has been dealt with before within the school’s discipline procedures, but when those sanctions have had no apparent effect to moderate/alter the behaviour of the student

This list is not exhaustive.

TE will normally be for a period of between a minimum of 24 hours and may often be for 48 hours, depending on the nature of the offence, and the previous record of the student involved.

Process:

- Normal investigations will take place to establish facts. Once it is known that a serious breach of discipline has occurred involving a student;
- The student’s parent or guardian will be contacted as soon as possible after the incident to warn them that a serious breach of the school’s discipline code has occurred, and that as a result, serious disciplinary action, including temporary exclusion (TE), may well be taken against that individual. It is however normal for some time to elapse whilst facts are gathered and communication is not instant;
- The student will normally be seen by a member of the SLT; a final decision will be conveyed to the student;

- The parent/guardian will be informed of the sanction and the reasons for it; a formal record will be noted by the school and placed on the school's file; with TE, a record is also kept in the school's sanctions book.
- If at all possible, a member of SLT will see the parent/guardian at a time of mutual convenience as soon as possible after the decision is made.

Permanent Exclusion

This is the ultimate sanction the school has in its disciplinary procedures. It is an acknowledgement that the seriousness of the offence warrants this sanction.

There are some situations where persistent and defiant misbehaviour still occur and where all other sanctions, including TE, seemed to have failed. Such instances could include persistent bullying; alcohol abuse; repeat offences; repeated TE within a period of time (e.g. one year); breach of a student contract for discipline; which indicate that the student cannot or will not operate within the guidelines, rules and procedures of the school, and where his/her influence is perceived as being detrimental to the discipline and wellbeing of the school or brings the school's reputation into disrepute.

There are some circumstances where Permanent Exclusion (PE) will be used for a first offence, such as:

- Actual or threatened violence is used against another student or a member of staff
- Intimidation
- Sexual abuse or assault; sexual intercourse at school
- Supply of any drugs within the school
- Using drugs at school
- Carrying an offensive weapon
- Arson and serious vandalism
- Theft
- Bullying
- Behaviour that brings the school into disrepute
- Offensive behaviours
- Lying

The school may involve the Police or other outside agencies for serious offences.

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour is unacceptable in the school community and will not be tolerated.

Process

A thorough investigation of the incident will be carried out by appropriate authority within the school;

The parent/guardian will be informed of these investigations as soon as it is established that their child is a focus of concern;

Senior leaders in the school will then discuss the evidence and reach a conclusion. The decision will be communicated to the parents. This is often, but is not always, face to face (to allow for understanding and discussion). The decision is confirmed in writing. The letter will contain details of the right to appeal and the relevant process. It will state—

- (i) the exclusion and the reasons for it;
- (ii) that the relevant person may make representations about the decision to the governing body;

It should be noted that the Headmaster will exercise his discretion as to the most appropriate response for any offence.

The School acknowledges a parent's right to appeal a decision reached in this way.

The Appeal Process

The appeal will usually be heard by at least two of the governors and one independent person. It should not involve anyone already involved in the decision.

The appeal should take place as soon as is possible and within 15 days of notification of an appeal.

A neutral location will be selected.

Fresh evidence will not be considered.

The appeal will decide whether *on the balance of probabilities* the pupil committed the offence and will judge on whether exclusion was the appropriate fair sanction.

The appeal decision is final.

The panel so assembled must decide and therefore consider— (a)

whether or not the pupil should be reinstated or excluded; and

(b) where they consider that the pupil should be reinstated, whether the pupil should be reinstated immediately or by a particular date.

(3) In order to decide whether or not a pupil should be reinstated, the panel must— (a) consider the interests and circumstances of the excluded pupil, including the circumstances in which the pupil was excluded, and have regard to the interests of other pupils and persons working at the school (including persons working at the school voluntarily);

(b) consider any representations about the exclusion made to the governing body by or on behalf of the relevant person, or the head teacher;

(c) take reasonable steps to arrange a meeting at which the exclusion is to be considered for a time and date when each of the following persons is able to attend—

(i) the head teacher or his representative;

(ii) the relevant person (and, where requested by the relevant person, a representative or friend of the relevant person); and allow each of the persons described to attend the meeting and to make representations about the exclusion.

(4) If the governing body decide that the pupil should be reinstated, they must without delay—

(a) direct the head teacher accordingly; and

(b) inform the relevant person of their decision and the reasons for it in writing.

- (5) In such a case the head teacher must comply with a direction of the governing body to reinstate the pupil.
- (6) If the governing body decide not to reinstate the pupil they must without delay— (a) inform the relevant person, and the head teacher of their decision and the reasons for it in writing; and
- (b) in the case of a pupil who is permanently excluded, give the relevant person notice in writing stating the following that the exclusion is permanent; within 15 school days.

The Aftermath

The school will be sensitive to the impact upon pupil and parents or guardians of a permanent exclusion.

The school will try to assist in the finding of another school for the excluded pupil.

It may be deemed necessary to permit the pupil to return to take examinations under carefully agreed conditions,

Any references provided will be fair, accurate and not misleading.

The fees balance for the remaining part of the term will not be refunded. Neither will the deposit. It will not be necessary to pay fees in lieu of notice and any prepaid fees will be refunded.

October 2023

Review date October 2025