

## **Exclusion Policy**

At The Peterborough School we aim to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote a policy of mutual respect and trust for everyone. We believe that good manners, good relations and a secure learning environment play a crucial part in the development of pupils who are motivated to become lifelong learners. The School is a community and as such we expect every member to behave in such a way that others feel valued and respected.

The Deputy Headmaster is the senior member of staff with designated responsibility by the Headmaster for leading behaviour within the School. Serious behavioural offences may be referred to the Headmaster and an appropriate sanction may follow. This could include temporary or permanent exclusion dependent on the severity of the offence. A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion includes the following:

- Physical assault against pupils or adults
- Behaviour which endangers life or property
- Verbal abuse/threatening behaviour against pupils or adults
- Bullying
- Racist abuse
- Sexual misconduct
- Drug and alcohol misuse
- Theft
- Persistent disruptive behaviour
- A series of breaches of school rules.

Pupil behaviour both within School, on school excursions and outside of School falls within the scope of this policy. If permanent exclusion is to be considered then the following procedure, which does not form part of the parent-school contract, will apply:

- 1 **Investigative Action:** A complaint or rumour of misconduct will be fully investigated. The pupil may be questioned and his/her belongings may be searched in appropriate circumstances, according to the School's policy. All reasonable care will be taken to protect the pupil's human rights and freedoms and to ensure that his/her parents are informed as soon as reasonably practicable after it becomes clear that the pupil may face formal disciplinary action, and also to make arrangements for the pupil to be accompanied and assisted by a parent, education guardian or a teacher of the pupil's choice.
- 2 **Procedural Fairness:** Investigation of a complaint which could lead to exclusion, removal or withdrawal of the pupil shall be carried out in a fair and unbiased manner. The Headmaster will invite parents or education guardian to a disciplinary meeting. All reasonable efforts will be made to notify the parents or education guardian so that they can attend a meeting before a decision is taken in such a case. Parents or educational guardians may wish to be accompanied by a non-legally qualified supporter. In the absence of a parent or an education guardian, the pupil will be assisted by an adult (usually a teacher) of his/her choice. During the meeting the investigating member of staff will present the case against the pupil. The pupil, parent or educational guardian will be provided with the opportunity to present their case.
- 3 **Exclusion:** The pupil may be formally excluded from the School if it is proved on the

balance of probabilities that the pupil has committed a serious breach of School discipline or a serious criminal offence. Permanent exclusion is reserved for the most serious breaches. The Headmaster shall act with procedural fairness in all such cases.

- 4 **Appeal:** Parents may appeal a decision to exclude or require the removal of the Pupil from the School (but not a decision to suspend the pupil unless the suspension is for 11 School days or more, or would prevent the pupil taking a public examination). **The request must be made as soon as possible and in any event within five working days of the decision being notified to the parents.** The pupil shall remain away from School pending the outcome of the appeal (see Appeal Procedure below). Parents will be entitled to know the names of the Governors who make up the Appeal Panel which will include an independent panel member nominated by the School. Parents may wish to be accompanied by a supporter, who should not be legally trained.
- 5 **Appeal Procedure:** The Headmaster will advise the parents of the procedure (current at that time) under which such an appeal will be conducted. If parents request an appeal, the pupil will be suspended from School until the decision to permanently exclude or remove has been set aside or upheld. While suspended, the pupil shall remain away from School and will have no right to enter School premises during that time without written permission from the Headmaster. The appeal will be conducted under fair procedures in accordance with the requirements of natural justice. The purpose of an appeal is to decide two issues; first, whether the pupil actually committed the disciplinary offence in question and, second, whether permanent exclusion is a reasonable response. If the Appeal Panel concludes that the answer to the first question is no, the second question ceases to be relevant and the pupil would be readmitted.
- 6 **Complaints Procedures:** A complaint about any matter of School policy or administration not involving a decision to permanently exclude or remove the Pupil must be made in accordance with the School's published complaints procedure, a copy of which is available on request. Every reasonable complaint shall receive fair and proper consideration and a timely response.

This policy and procedure will be subject to periodic review and may be added to or amended at the discretion of the Headmaster and its provisions will apply during the whole period that a pupil attends the School.

Most recent review date: 01/06/17  
Next review date: 01/06/18  
Reviewed by: Headmaster