

RUCKLEIGH SCHOOL

Exclusions Policy

Related school policies: Behaviour and Discipline Policy, Anti-Bullying Policy, Complaints Procedure, Data Protection Policy

This policy applies to all year groups within the school including the Early Years Foundation Stage.

Exclusion from school is the most serious sanction that can be applied. Exclusion, whether temporary or otherwise, 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 a member of staff or another pupil
- Any other activity that is illegal under English law

Other circumstances:

- A pupil may be required to leave if after appropriate consultation the Headmistress 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 may appeal against the decision to expel their child)

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- Withdrawn by parents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 withdrawal, requirement to leave or expulsion of a pupil

School will decide upon:

- The form of letter which will be written to the parents
- The entry which will be made on the school record and pupil's status as a leaver
- The form of reference which will be supplied for the pupil
- 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
- The conditions under which the pupil may re-enter school premises in the future
- Financial aspects:
 - payment of any outstanding fees and extras
 - refund of prepaid fees