

WINDLESHAM HOUSE SCHOOL

POLICY: EXCLUSION, REMOVAL AND REVIEW



Updated: February 2020

Policy: 01-16

Responsible Member of Staff: Senior Master, Simon Hallam
Responsible Governor: Sarah Wickens

Purposes of Procedures: *If it is deemed by the Headmaster that the school community would be best served by a pupil leaving the school, we will operate a clear, structured process to achieve this which includes the right of appeal by parents.*

1 Introduction

This policy and procedures contain guidelines explaining the circumstances under which a pupil may be excluded from Windlesham or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the school 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.

2 Policy statement

- a) Aims:** The aims of this policy are:
- to support the school's behaviour policy
 - to ensure procedural fairness and natural justice
 - to promote co-operation between the school and parents when it is necessary for the school that a pupil should leave earlier than expected.
- b) Misconduct:** The main categories of misconduct which may result in exclusion or removal include but are not limited to:
- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, alcohol, tobacco or vaping.
 - theft, blackmail, physical violence, intimidation, racism or persistent bullying
 - misconduct of a sexual nature
 - supply or possession of pornography
 - possession or use of unauthorised firearms or other weapons
 - vandalism or computer hacking, cyber bullying or inappropriate use of IT
 - persistent attitudes or behaviour which are inconsistent with the school's ethos
 - other serious misconduct which affects the welfare of a member or members of the school community or which brings the school into disrepute (single or repeated episodes) on or off school premises.

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- c)** Behaviour related to a disability: the school will make reasonable adjustments for managing behaviour, which is related to a pupil's disability. Where exclusion needs to be considered, the school will ensure that a disabled pupil is able to present his or her case fully where the disability might hinder this (Equality Act 2010).
- d)** Other circumstances: A pupil may be required to leave if, after all appropriate consultation, the Headmaster is satisfied that it is not in the best interests of the pupil, or of the school, that he/she remains at the school.

3 **Disciplinary Procedures (as found in the 'terms and conditions' of the Form of Acceptance)**

- a)** The Head may in his discretion require the removal or suspension of a child from the school if he considers that the child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head such removal is in the school's best interests, those of the child or other children.
- b)** The Head may in his discretion require removal or suspension of a child if the behaviour of either parent or both parents is in the opinion of the Head unreasonable, affects or is likely to affect adversely the child's or other children's progress at the school or the well-being of school staff or to bring the school into disrepute.
- c)** Should the Head exercise his right under 3(a) or 3(b) above, parents will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) and the deposit will be forfeited. However, in such circumstances fees in lieu of notice will not be payable and any prepaid fees will be refunded.
- d)** Examples of offences likely to be punishable by suspension or expulsion are listed above at 2b. These examples are not exhaustive, and in particular the Head may decide that suspension or expulsion for a lesser offence is justified where there has been persistent, previous misbehaviour. All aspects of the pupil's record at the School may be taken into account.
- e)** Parents will be involved in the process of behavioural difficulties before the decision is taken for a child to be excluded and they will be made aware of the right of appeal. The review of serious disciplinary matters is governed by the Complaints Procedure, which also describes the appeals procedure.