

POLICY

EXCLUSIONS AND REQUIRED REMOVAL

Introduction

This policy should be read in conjunction with the parent contract, behaviour, rewards and sanctions policies, IT acceptable usage policy for pupils and parents, anti-bullying policy, drugs and substance education misuse policy and safeguarding policy.

This policy is available on the school's website and also on request from the school office.

At Claremont Fan Court School we encourage the establishment of good teacher / pupil relationships and support for the school's values through a system of rewards and sanctions which are designed to promote a calm and disciplined learning environment. Our system of rewards includes:

- verbal and written praise for good work
- departmental merits for both effort and achievement
- house points
- termly head of house and head of sixth form commendations
- annual subject and year group prizes (via prizegiving)
- posting examples of excellent work in art/design, sports, and drama and concert achievements on school media/social media, as well as in person displays and presentations

Sanctions for breaches of discipline that do not merit exclusion / required removal

It is hoped that pupils will respond to the school's positive encouragement and rewards and will comply with the school rules at all times. However, the school acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the school.

When poor behaviour is identified sanctions are implemented in line with Claremont Fan Court School's behaviour, rewards and sanctions policies.

School staff can issue sanctions any time pupils are in school or elsewhere under the charge of a member of staff, including on school visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of school, including online.

We have a range of disciplinary measures which include:

- a verbal reprimand from a member of school staff
- reports to parents (which are always worded to be as constructive as possible)
- additional school work or repeating unsatisfactory work until it meets the required standard
- the setting of written tasks as sanctions, for example, letters of apology or an essay relevant to the poor behaviour
- loss of privileges
- missing break time and supervisions at lunchtime
- detention including after school and at weekends
- school-based service or imposition of a task – such as removing chewing gum or picking up litter under the supervision of a member of the pastoral team
- regular reporting, including early morning reporting and report cards and/or scheduled uniform and other behaviour checks

The relevant teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. They may impose any of the sanctions above such as the setting of additional work or the pupil may be required to re-do unsatisfactory work. Repetition of this behaviour will be reported to the head of department, head of house or sixth form and tutor and this may lead to a sanction (depending on context, mitigation etc.)

More serious misdemeanours are reported to the same team as well as the deputy head (pastoral), and this may lead to the withdrawal of privileges for a designated period, such as use of the triangle and other play areas, access to the sixth form common room and/or permission to leave the site.

Breaches of discipline outside of the school grounds

The school takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of school can be damaging to the reputation of both the pupil and the school. Where an incident is reported to the school of a pupil/s' poor behaviour outside of the school grounds and the incident has not been witnessed by school staff, the school will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

The school will usually report to the police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside of its grounds. Suspected drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the school believes a pupil may have taken drugs, then the school will seek immediate medical advice and may involve the police.

Alleged sexual offences will generally be reported to the police immediately.

Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

Breaches of school rules by pupils which may merit exclusion

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of school) includes the following:

- physical assault against pupils or adults;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against pupils or adults;
- bullying, including (cyber-bullying) [in accordance with the school's anti-bullying policy];
- committing a criminal offence;
- fighting;
- abuse on the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination;
- sexual harassment or misconduct, including non-consensual sharing of nudes or semi-nude images and/or videos;
- drug and alcohol misuse (including supply/possession/use);
- damage to property;
- vandalism or computer hacking;
- theft or unauthorised possession of any property belonging to the school, another pupil, or a member of staff;
- wilful damage to property;
- bringing illegal, inappropriate or dangerous items into school, such as drugs, weapons, firearms, pornographic material etc;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the school community;
- misconduct which brings or is likely to bring the school into disrepute; and
- persistent disruptive behaviour or breaches of the school's behaviour policy]or school rules.

Circumstances which may merit required removal

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of school) includes the following:

- Conduct or behaviour (including conduct or behaviour outside of school) which is unsatisfactory and/or in the reasonable opinion of the head, the removal is in the school's best interests, and/or those of the pupil in question and/or other children;
- Where attendance is unsatisfactory and/or, in the reasonable opinion of the head, the removal is in the school's best interests and/or those of the pupil in question and/or of other children;
- Where progress is unsatisfactory and/or, in the reasonable opinion of the head, the removal is in the school's best interests and/or those of the pupil in question and/or of other children;
- Circumstances where the school is unable to meet the pupil's needs, including cases where the school cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required.

As set out in the school's parent contract, the school may also require the removal of a pupil in circumstances where the head considers in their discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's and/or other children's progress at the school, and/or the wellbeing of school staff; and/or brings (or is likely to bring) the school into disrepute (among the school community or the general public); and/or is not in accordance with their obligations under the parent contract. A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct includes the following:

- treating the school or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the school;
- communicating with the school in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the school community; and
- breaching the parent contract.

The school reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to school / school events, communications with the school and/or the imposition of a warning (up to and including a final written warning).

Please note that exclusion / required removal may also be imposed by the school as a sanction for a series of more minor misdemeanours (whether that be pupil or parental related) and/or repeated short-term absence in the case of the pupil (as well as long term absence).

Procedure

Investigation of a complaint, allegation or rumour about serious misconduct, will normally be co-ordinated by one of the deputy heads or other appropriate senior colleague (provided this person is independent of the complaint) and its outcome will be reported to the head. Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation that could result in the pupil being excluded or removed. Where appropriate, the designated safeguarding lead will seek advice from appropriate external agencies and follow the appropriate procedures in the child protection and safeguarding policy.

The school reserves the right to require a pupil to remain away from school as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime on the school site. Appropriate school work will be provided during this period.

The head for their part undertakes to make decisions in respect of exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place. Any findings of fact will be made on the basis of the balance of probabilities. The chair of governors will be informed of the investigation where appropriate.

Decision to exclude / require removal

Prior to any decision being taken by the head to exclude or require the removal of the pupil, the head will meet with the pupil and their parents or (in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour) the parents.

If the head considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil / their parents.

Following the conclusion of the meeting the head will reach their decision. The head will communicate their decision in writing within five working days from the meeting.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

Appeals against exclusion / required removal

The school will always offer the right of appeal to any pupil excluded or required to be removed from the school. Any appeal against exclusion will be dealt with under Stage 3 of the school's complaints procedure and should be made in writing to the head within five working day of the pupil's exclusion /required removal. The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

Recording and monitoring

Where the school imposes exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil's file.

Details of the exclusion, required removal or suspension will also be recorded on the school's sanctions record.

Evaluation

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the head. The senior management team will meet annually to review the effectiveness of the policy.