



KING'S BRUTON

(Comprising King's School, Bruton and Hazlegrove – “the School”)

POLICY ON EXCLUSION (permanent and temporary)

This is a combined policy that applies to both King's School Bruton and Hazlegrove Preparatory School

INTRODUCTION

The decision to exclude a pupil (permanent [expulsion] or temporary [suspension]) will be taken in the following circumstances:

- In response to a serious breach of the School's Rules and Regulations regarding behaviour
- If allowing a pupil to remain in School would seriously harm the education or welfare of the pupil or others in the School

Permanent Exclusion is only administered by the Headmaster, or their appointed deputy may temporarily exclude (suspend) a pupil in the Headmaster's absence pending his return. Exclusion, whether temporary (suspension) or permanent (expulsion) may be used for any of the following, all of which constitute examples of unacceptable conduct, and are serious infringements of the School's Rules and Regulations on Behaviour or conduct that is a breach of the Law of the Land:

- Verbal abuse of staff and others
- Verbal abuse to pupils
- Physical abuse to / attack on staff
- Physical abuse to / attack on pupils
- Indecent behaviour
- Wilful damage to property
- Misuse of illegal drugs (see the School's Drugs Policy)
- Misuse of other substances e.g. solvents
- Theft
- Serious actual or threatened violence against another pupil or a member of staff
- Sexual misconduct, abuse or assault
- Supplying an illegal drug (see the School's Drugs Policy)
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour (including repeated offences related to alcohol) which has

previously been reported and for which School sanctions and other interventions have not been successful in modifying the pupil's behaviour

This is not an exhaustive list and there may be other situations where the Headmaster makes the judgements that exclusion is an appropriate sanction.

RATIONALE

This policy is a key part of our rules and regulations regarding pupil behaviour and deals with the policy and practice which informs the School's use of exclusion. It is underpinned by the shared commitment of all members of the School community to ensure the safety and well-being of all members of the School community, and to maintain an appropriate educational and supportive environment in which all can learn and succeed.

EXCLUSION PROCEDURE, TEMPORARY EXCLUSION

Most exclusions are of a fixed term and nature and are of short duration.

The Governors have established arrangements to review promptly all permanent exclusions from the School and all fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination (See Policy for Appeals against Expulsion).

Before being excluded from the School, the pupil concerned would expect to see the Headmaster accompanied by his Housemaster / her Housemistress/Head of Section and parents.

A letter will be sent by post from the Headmaster giving details of the exclusion and the date the exclusion ends. Parents have a right to appeal to the Governing Body.

Under no circumstances would a pupil be sent home unaccompanied unless this had been agreed by the parents/guardians.

During a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the School premises and that daytime supervision is their responsibility, as parents / guardians. It is the School's responsibility to ensure, through the Housemaster/Housemistress/Form Tutor, that work is set for the pupil during their 'absence' from School.

PERMANENT EXCLUSION

There are two main types of situation in which permanent exclusion may be considered.

- The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort.
- The second is where there are exceptional circumstances, and it is not appropriate to

implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence. A pupil will be permanently excluded if their behaviour seriously affects the discipline and wellbeing of the School.

It is extremely unlikely that a permanently excluded pupil would be allowed back onto school grounds within one year of being excluded.

GENERAL FACTORS THE SCHOOL CONSIDERS BEFORE MAKING A DECISION TO EXCLUDE

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the School or the pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Headmaster will:

- Ensure appropriate investigations have been carried out
- Considered all the evidence available to support the allegations considering for example checking whether the incident may have been provoked for example by bullying or by racial or sexual harassment
- Allow the pupil to give her/his version of events
- Ensure that parents are fully informed of the incident and the investigation

If the Headmaster is satisfied that on the balance of probabilities the pupil did what he or she is alleged to have done, exclusion will be the outcome.

In considering whether permanent exclusion is the most appropriate sanction, the Headmaster will consider:

- The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Rules and Regulations on pupil behaviour
- The effect that the pupil remaining in the School would have on the education and welfare of other pupils and staff

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors' Appeal Committee, when it meets to consider the Headmaster's decision to exclude if an appeal is lodged by the parents of the excluded pupil.

BEHAVIOUR OUTSIDE SCHOOL

Pupils' behaviour outside School on school 'business' for example, school trips and journeys, away school sports fixtures or a work experience placement, is subject to the School's rules and regulations on pupil behaviour.

For behaviour outside School but not on school business this policy will still have effect if there is a clear link between that behaviour and maintaining good standards of behaviour in the School as a

whole. If the behaviour meets the School criteria for exclusion, then the Headmaster may decide to exclude.

THE DECISION TO PERMANENTLY EXCLUDE

If circumstances are sufficiently serious to warrant such a decision, the Headmaster may decide that a boy/girl should be permanently excluded from the School. The decision to permanently exclude will only be taken after full investigation of the circumstances, and in consultation with all relevant members of staff.

Wherever practicable, the parents of the boy/girl concerned will be invited to discuss the issue with the Headmaster (and, it may be, other relevant members of staff) before a final decision is taken.

The Headmaster will without delay inform the Senior Warden of the decision and the circumstances.

THE APPEAL PROCEDURE

If parents wish to contest the Headmaster's decision to permanently exclude, they may exercise a right to appeal to a Appeal Committee of the Governors. The Headmaster will have complete discretion to decide whether the pupil will remain excluded from the School pending the outcome of the appeal.

The Appeal Committee will consist of two Governors, none of whom will have had previous involvement in the Headmaster's decision, and a third person who will be independent of the management and running of the School. Each of the Appeal Committee members will be appointed by the Senior Warden.

Notice of appeal must be given in writing to the Senior Warden within 10 days from the date when the Headmaster's decision took effect. The notice of appeal should set out fully all the reasons for contesting the decision and include any document on which the parents intend to rely.

The Senior Warden will then acknowledge the notice of appeal and schedule a hearing to take place as soon as is practicable and normally within 21 days of the notice of appeal.

The Senior Warden will immediately send a copy of the notice of appeal and any accompanying documents to the Headmaster. The Headmaster will send a written response, including any documents on which he intends to rely, to the Senior Warden and to the parents within 10 days of his receipt of the notice of appeal.

If the parents wish to have an oral hearing of their appeal, they must give written notice to the Senior Warden to that effect within 3 working days of their receipt of the Headmaster's response. If no such notice is given, the Appeal Committee may determine the appeal on the evidence of the documents only.

Thereafter the Senior Warden will give the Headmaster and the parents not less than 5 days' notice

of the date, time, and place of the appeal hearing, whether it is to be determined by oral hearing or on the evidence of the documents only.

In the case of an oral hearing, unless otherwise determined by the Appeal Committee:

- The appeal hearing shall be in private, and everything said at the appeal hearing shall be confidential.
- Neither the parents nor the Headmaster will be entitled to put before the Appeal Committee any document which did not accompany either the notice of appeal or the Headmaster's response.
- Neither the parents nor the Headmaster will be entitled to call any witness to give oral evidence before the Appeal Committee without the express agreement of the Appeal Committee.
- The parents and the Headmaster each may, with the prior approval of the Appeal Committee, be accompanied and assisted by another person who undertakes to respect the confidentiality of the appeal hearing and shall not have the right to address the Appeal Committee (legal representation will not normally be appropriate);
- The parents will first set out their case, the Headmaster will respond, and the parents will have the opportunity to deal in reply with any new material raised by the Headmaster before the Appeal Committee retires to consider and make its decision.

Within 7 days of the appeal hearing, whether that hearing is oral or based solely on documentary evidence, the Senior Warden will write to the parents and the Headmaster setting out the Appeal Committee's decision, which may be made either unanimously or by a majority.

The Appeal Committee's decision shall be final and not subject to further appeal.

Parents can be assured that all correspondence, statements, and records will be kept confidential except insofar as is required of the School in line with current legislation where disclosure is required during the School's inspection, or where any other legal obligation prevails.