

Exclusion Policy



THE GRANGE
SCHOOL

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REVIEW DATES AND APPROVAL

The Exclusion Policy is reviewed by the Education Committee and then approved by the Full Board of Governors (including the Chair of Governors and the Head) on a biennial basis.

Last Review: March 2025

Next Review: March 2027

Person responsible for review: Head of The Grange School

1. Introduction

- 1.1 **Scope:** This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be permanently excluded from The Grange School (**the School**), or required to leave permanently or for a period of exclusion (fixed term) for misconduct or other reasons. The policy applies to all pupils including those in the EYFS 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 their parents.
- 1.2 **Interpretation:** The definitions in this clause apply in this policy.
- **Head:** references to the Head of The Grange School.
 - **Parent:** includes one or both of the parents, a legal guardian or education guardian.
 - **Suspension:** A pupil may be suspended from the School while a complaint is being investigated or while an investigation is underway. The suspension will last no longer than 5 School days,
 - **Fixed-term Exclusion:** means the exclusion of a pupil from the School following serious misconduct for a fixed period; this is noted on the pupil's School record
 - **Permanent Exclusion:** means the dismissal of a pupil from the School following serious misconduct; this is noted on the pupil's School record.
 - **Removal:** means that a pupil has been required to leave, but without the stigma of exclusion; this is noted on the pupil's School record.

2. Policy statement

- 2.1 **Aims:** The aims of this policy are:
- to support the School's behaviour code
 - to ensure procedural fairness and natural justice
 - to authorise and reinforce the School Values and the School Rules and any procedures necessary for implementing them.

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- to promote co-operation between the School and parents when it is necessary for the School that a pupil should leave earlier than expected.
- 2.2 **Misconduct:** Although this is not an exhaustive list, the main categories of misconduct which may result in fixed-term exclusion, permanent exclusion or removal include but are not limited to:
- supply/possession/use of controlled drugs and solvents, or their paraphernalia or substances intended to resemble them, or alcohol, tobacco, vaping devices or e- cigarettes whilst on School premises, during recognised School activities conducted elsewhere, whilst in the care of the School, whilst travelling to and from School, whilst wearing School uniform, and in the vicinity of the School.
 - theft, blackmail, physical violence, intimidation, racism or persistent bullying (including cyber-bullying)
 - child-on-child abuse
 - misconduct of a sexual nature
 - supply or possession of pornography
 - persistent attitudes or behaviour which are inconsistent with the School's values
 - 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 during or outside term time.
- 2.3 **Equality:** The School will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where exclusion needs to be considered, the School will ensure that a pupil with a disability or special educational needs and / or their parents are able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered.
- 2.4 **Other circumstances:** A pupil may be required to leave if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the pupil, or of the School, that they remains at the School.
3. Procedure
- 3.1 **The procedure:** The procedure followed by the School in cases where a sanction of Exclusion (fixed-term or permanent) or Removal may be imposed by the Head are summarised in the flowchart at Appendix 1 to this Policy. The three stages of this procedure are as follows:
- 3.1.2 **Investigation procedure** - further details of the procedures to be followed at this stage are set out in Appendix 2.
 - 3.1.3 **Disciplinary meeting with the Head** (where a permanent exclusion or removal are possible outcomes) - further details of the disciplinary meeting

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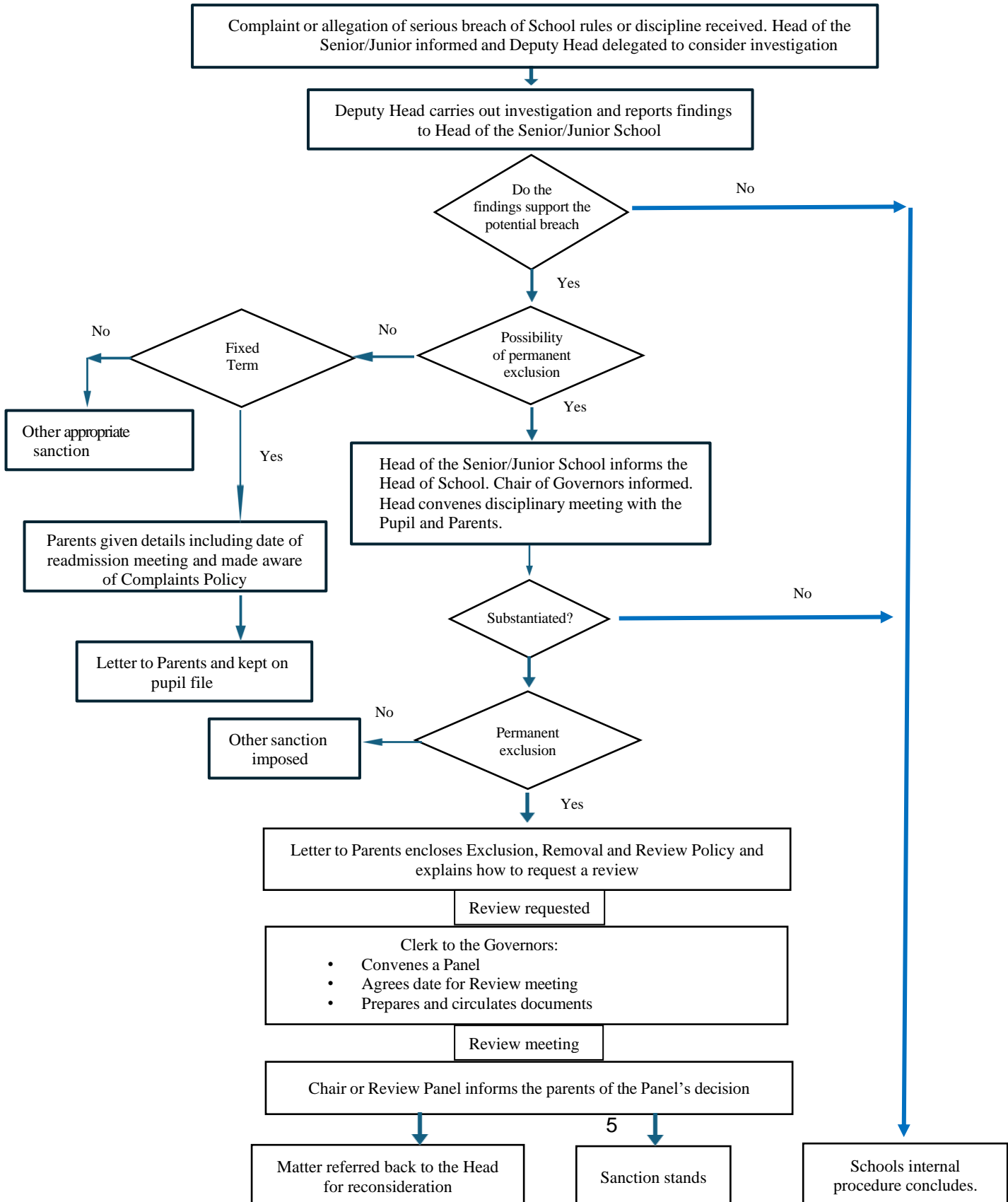


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- are set out in Appendix 3.
- 3.1.4 **Review meeting** (only possible where the Head has decided upon permanent exclusion or removal) - further details of the Review meeting are set out in Appendix 4.

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Appendix 1 Procedural flowchart



Appendix 2 Investigation procedure

- 1. Complaints:** Investigation of a complaint or allegation about serious misconduct will normally be co-ordinated by a Deputy Head at either the Junior or Senior School, and its outcome will be reported to the Head of the Junior/Senior. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being excluded, either for a fixed period or permanently, or removed from the School.
- 2.** In cases where immediate investigation is considered conclusive and where the Head of the Junior/Senior School decides promptly upon a fixed-term exclusion, the first contact with parents may be to inform them of both the complaint and the proposed sanction. In any case of a fixed-term exclusion, the Head of the Senior/Junior School will discuss the matter at a disciplinary meeting with the pupil, parents and relevant members of staff invited by them, before the pupil is readmitted to the School. A letter recording the matter and the sanction will be sent to parents and placed on the pupil's school record.
- 3. Interview:** A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If the pupil is then interviewed formally about a complaint or allegation, arrangements will be made for them to be accompanied by a member of staff of their choice and / or by a parent (if available at the relevant time). A pupil may necessarily be isolated for periods of time in order to ensure the integrity of the investigation but access to food, drink and toilet breaks will be ensured. Minutes of the interview will be recorded in writing by the interviewing member of staff or by another appropriate member of staff directed by the interviewing member of staff.
- 4. Statements:** Written statements will be taken, where possible, from pupils and adults who witnessed the incident(s). Such statements should be signed and dated.
- 5. Ethos:** An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.
- 6. Suspension of an investigation:** It may be necessary to suspend an investigation, for example where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to suspend an investigation will take into account advice from an appropriate external agency and will be subject to periodic review.
- 7. Outcome:** In the case of a fixed-term exclusion, the parents will be contacted

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as soon as possible after the Head of the Senior/Junior has made the decision. The Head will send a letter to the parents within two school working days. The letter will clearly state:

- The reason for the fixed-term exclusion and its length
- The date the pupil is permitted to return to School

The Head of the Senior/Junior School will discuss the matter at a readmission meeting with the pupil, parents, and relevant members of staff invited, before the pupil is readmitted to the School.

Appendix 3 Disciplinary meeting with the Head where a permanent exclusion or removal are possible outcomes

1. **Preparation:** The Chair of Governors will be informed of the meeting. Documents available at the disciplinary meeting before the Head will include:
 - a statement setting out the points of complaint against the pupil;
 - written statements and notes of the evidence supporting the complaint, and any relevant correspondence;
 - the Investigation Report;
 - the pupil's School record;
 - the relevant School policies and procedures.
2. **Attendance:** The pupil and their parents (if available) will be asked to attend the disciplinary meeting with the Head at which the Head of the Senior/Junior School will explain the circumstances of the complaint and the investigation.

The pupil may also be accompanied by a member of staff of their choice. The pupil and parents will have an opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of pupils will be preserved.

If the parents or the pupil have any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Head so that appropriate arrangements can be made.

If a parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the parent can be involved, remotely if necessary, with the disciplinary process and their child's education.

3. **Proceedings:** There are potentially three distinct stages of a disciplinary meeting:
 - 3.1 **The complaint(s):** The Head will consider the complaint/s and the evidence, including statements made by and / or on behalf of the pupil. Unless the Head considers that further investigation is needed, they will decide whether the complaint has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. Appropriate reliance may be placed on hearsay evidence, but the Head will not normally refer to the pupil's disciplinary record at this stage.
 - 3.2 **The sanction:** If the complaint has been proved the Head will outline the range of disciplinary sanctions which she considers are open to them. She will take into account any further statement which the pupil and/or others present on her behalf wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time, normally within 24 hours, the Head will give their decision in writing, with reasons.

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- 3.3 **Leaving status:** If the Head decides that the pupil must leave the School, she will consult with a parent before deciding on the pupil's leaving status (see below).
4. **Delayed effect:** A decision to Exclude or Remove a pupil shall take effect seven days after the decision was first communicated to a parent. Until then, the pupil shall remain excluded and away from School premises. If within seven days the parents have made a written application for a Review of the decision, the pupil shall remain excluded until the Review has taken place and either the sanction is upheld, or a reconsidered decision is made.
5. **Leaving status**
- 5.1 **Explanation:** If a pupil is excluded or Removed, their leaving status will be one of the following: Excluded, Removed or, if the offer is made and accepted, Withdrawn by parents.
- 5.2 **Detail:** Additional points of leaving status include:
- the form of letter which will be written to the parents and the form of announcement in the School
 - the form of reference which will be supplied for the pupil
 - the entry which will be made on the School record and the pupil's status as a leaver
 - arrangements for transfer of any course and project work to the pupil, her parents or another school
 - whether (if relevant) the pupil will be permitted to return to School premises to sit public examinations
 - whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil
 - whether the pupil will be entitled to leavers' privileges such as attendance at end of term / year events and membership of the alumnae association
 - the conditions under which the pupil may re-enter School premises in the future
 - financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees
 - notification to the Local Authority

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Appendix 4 Right to Appeal

There is a right to appeal any decision to permanently exclude a pupil from the School or requiring a pupil to be removed from the School. This may only be exercised by sending the Request for Commencement of Appeal Procedure form to the Chair of Governors within seven calendar days of the date of The Head's letter (a blank version is appended to this policy). Any appeal request received after this period will not be accepted. Only a parent/guardian or pupil over the age of 18 may appeal The Head's decision.

The request for an appeal must set out the matters the parent would like to be reviewed together with documents that the parent wishes the Appeal Panel to consider.

During the period from permanent exclusion to the date of conclusion of the appeal procedure, the pupil shall be excluded and will be forbidden from entering School premises without the prior permission of The Head.

Reference should also be made to our Complaints Policy.

APPEAL PANEL

The Appeal Panel will consist of at least 3 persons not directly involved in the matter under review, one of whom shall be independent of the management and running of the School. Each of the Panel members shall be appointed by the Governing Body.

NOTICE OF AND PREPARATION FOR HEARING

A notice of the proposed date and time of the appeal hearing shall be given to the parent(s)/guardian(s) as soon as reasonably practicable. Any such notice will be communicated by telephone wherever possible and confirmed in writing. A copy of the written correspondence will be retained on file for School records. The hearing should be arranged at a mutually convenient time and should normally take place within seven school days of receipt of the request for an appeal or as soon thereafter as reasonably practicable. There may be cases of emergency - for example where a pupil may miss valuable revision time - in which case the Governors will seek to act immediately.

The parent will be notified of the date, time and venue of the meeting on not less than two school days' notice.

The parent may make written submissions to be considered at the hearing and/or may attend the hearing in person.

The Head may make written submissions to be considered at the hearing and/or may attend the hearing.

The Clerk to the Governors will prepare and send to the parent and The Head not less than two days (for the avoidance of doubt this is actual days not school days) before the hearing all pertinent papers

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to be used at the hearing which may include, where applicable, written witness statements, any written submissions and any other relevant documents.

Should the parent or The Head wish to introduce any witnesses, the Clerk to the Governors shall inform all other parties no less than 2 days (for the avoidance of doubt this is actual days not school days) before the start of the hearing.

The Panel Chair may, at their discretion, allow any documents not already submitted or witnesses not previously notified to be adduced at the hearing but is under no obligation to do so.

ATTENDANCE AT THE HEARING

The following are entitled to appear before the appeal panel:

- 1 The pupil;
- 2 Their parent(s) or guardian(s);
- 3 The Head.

The Panel Chair can determine if, in exceptional and appropriate circumstances, someone else is entitled to appear before the appeal panel. Legal representation is not normally considered appropriate at such hearings.

PROCEDURE AT THE HEARING

The Panel Chair can determine who shall attend the appeal panel, but it is anticipated that those attending will not include anyone other than the pupil and the parent(s)/guardian(s) and The Head (i.e. those who are entitled to appear).

The procedure to be followed at any hearing will be at the Panel Chair's discretion but shall normally be as follows. (It is stressed that the aim is to make the hearing as informal as possible):

1. The Head will present their case with any supporting witnesses;
2. The Parent may ask questions of the Head and/or their witnesses;
3. The Parent will present their case with any supporting witnesses;
4. The Head may ask questions of the Parent and/or their witnesses;
5. The Head will sum up their case for permanent exclusion of the pupil;
6. The Parent will sum up the case for appealing The Head's decision;
7. At any time a member or members of the Panel may ask questions of The Head or the Parent.
8. The Appeal Panel shall adjourn the hearing to consider its decision.

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DECISION

Save in exceptional circumstances, the Appeal Panel shall endeavour to reach a decision upon the occasion of the hearing. Such decision shall, in the case of disagreement between members of the panel, be by majority. The Chair of the Panel shall have the casting vote if the decision is split equally.

Where the Appeal Panel upholds the decision of The Head it shall confirm the decision to remove or exclude.

Where the Review Panel considers that:

- The Head did not have before them all the relevant evidence;
- The Head may not have given sufficient weight to any particular evidence or argument;
- not all relevant arguments or submissions were put before The Head;
- the procedures followed were unfair;
- the sanction was disproportionate to the offence;

the Appeal Panel may require The Head to reconsider their decision in the light of the findings of the panel.

The Appeal Panel shall not be entitled to set aside the decision of The Head to remove or permanently exclude a pupil, nor to substitute some other penalty or sanction.

FOLLOWING THE HEARING

The Panel Chair shall within two school days of the hearing or as soon as reasonably practicable thereafter notify the parent or guardian in writing that the Panel has:

- confirmed The Head's decision, or;
- requested that The Head reconsider their decision.

The Panel Chair shall within two school days of the hearing or as soon as reasonably practicable thereafter notify The Head in writing that the Panel:

- has confirmed their decision, or;
- requires The Head to reconsider their decision. In such cases, the Panel Chair shall set out in writing what evidence/further evidence, or what argument/submissions The Head should take into account. The Panel may make sanction recommendations to The Head relating to their decision but these shall not be binding on The Head.

Where The Head is required by the Review Panel to reconsider their decision, they shall do so. Within three school days of being notified in writing of the Panel's decision or as soon

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as reasonably practicable thereafter, The Head will notify the parent/guardian and the Panel Chair in writing of their reconsidered decision. If The Head decides to withdraw their decision to remove or permanently exclude they may, in its place, impose a different penalty(ies) for the offence. For the avoidance of doubt, during this period the pupil shall continue to remain suspended from the School.

Copies of all written correspondence between parties shall be retained on file for School records. The reconsidered decision of The Head shall be final and shall not be the subject of any further appeal or complaint.

RECORD KEEPING

A formal register of all Requests to Leave and Permanent Exclusions will be maintained by the School.

STATUS OF DISCIPLINARY DECISIONS

The imposition of disciplinary sanctions in accordance with this procedure shall not constitute a breach of contract by the School and, in accordance with its terms and conditions, no compensation nor refund of fees shall be payable to parents in respect of periods of suspension or permanent exclusion. The School reserves its right to require to leave or permanently exclude pupils where the offence deems this necessary.

PUPILS OVER THE AGE OF 18

Pupils over the age of 18 have the rights given to parents/guardians in this procedure. The Head shall nonetheless inform the parents/guardians of any circumstances relevant to this procedure and they may take part in the procedure if they so wish.

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Appendix 5: Form for requesting a Review

To The Clerk to the Governors

Name of Pupil	
Date of Birth	
Form	
Name of Parent/Guardian	
Address	
Telephone Number	
(1) Enter decision date	I/We wish to appeal The Head's decision on: (1)
(2) Enter pupil's name	To remove/permanently exclude: (2)
(3) Enter all the matters to be the subject of the appeal, eg; unfair process, incorrect facts, etc...	I/We would like the Appeal Panel to consider the following: (3)
(4) List all documents to be considered as part of the appeal, eg; witness statements	I/We attach documents that I/we would like the Appeal Panel to consider as follows: (4)
(5) Enter pupil's name	I/We understand that (5) shall be suspended from the School pending the conclusion of the appeal procedure
(6) Enter signature of parent/guardian (7) Enter date	Signed (6) Dated (7)

Note – It is the responsibility of the parent/guardian making the appeal to ensure that the completed request is received by the Chair of the Governors no later than 7 calendar days after the Head's initial decision. Requests for appeal that are incomplete, undated or received after this period shall not be considered.