



**Independent, Co-educational, Day and Boarding
Preparatory and Pre Preparatory School**

**Exclusion Policy
(SJ438)**

Registered Charity No: 1086829

Date of Issue: March 16
Review Date: February 2019
Owner: Deputy Head

Rationale

1. This policy deals with the policy and practice which informs the St John's use of exclusion. It is underpinned by the shared commitment of all members of the School community to achieve two important aims:

- The first is to ensure the safety and well-being of all members of the School community, and to maintain an appropriate educational environment in which all can learn and succeed;
- The second is to realise the aim of reducing the need to use exclusion as a sanction.

Introduction

2. The decision to exclude a student will be taken in the following circumstances:

- In response to a serious breach of the School's Code of Conduct.
- If allowing the student to remain in School would seriously harm the education or welfare of the student or others in the School.

3. Exclusion is sanction which is only administered by the Head or the Deputy Head, in consultation with the Head. Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the School Code of Conduct:

- Verbal abuse to staff and others
- Physical abuse to/attack on staff or students
- Indecent behaviour
- Damage to property
- Out of bounds
- Misuse of illegal substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behavior which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the student's behavior
- Unacceptable use of IT

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

Exclusion procedure

- Most exclusions are of a fixed term nature and are of short duration (usually between one and three days).
- The DfE regulations allow the Head to exclude a student for one or more fixed periods not exceeding 45 school days in any one school year.
- The Trustees have established arrangements to review promptly all permanent exclusions from the School and all fixed term exclusions that would lead to a student being excluded for over 15 days in a school term or missing a public examination.
- The Trustees have established arrangements to review fixed term exclusions which would lead to a student being excluded for over seven days but not over 15 days in a school term where a parent has expressed a wish to make representations.
- Following exclusion parents are contacted immediately where possible. A letter will be sent by e-mail giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations according to the School Complaints Procedure. A return to School meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team, the Housemaster/Housemistress and other staff where appropriate.
- During the course of a fixed term exclusion where the student is to be at home, parents are advised that the student is not allowed on the School premises, and that daytime supervision is their responsibility, as parents/guardians.

Permanent Exclusion

5. The decision to exclude a student permanently is a serious one. 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. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and or use of an illegal drug on School premises.
- 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 student for a first or 'one off' offence. These might include:
 - Serious actual or threatened violence against another student or a member of staff.
 - Sexual abuse or assault.
 - Supplying an illegal drug.
 - Carrying an offensive weapon (Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him.")

Date of Issue: March 16
Review Date: February 2019
Owner: Deputy Head

- Arson.

6. The School will consider police involvement for any of the above offences.

7. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the School.

General factors St John's considers before making a decision to exclude

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

- Appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the scholar's discipline record, Equal Opportunity and Race Equality Policies.
- Allow the student to give her/his version of events.
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.

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

Exercise of discretion

- In reaching a decision, the Head will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate.
- In considering whether permanent exclusion is the most appropriate sanction, the Head will consider
 - The gravity of the incident, or series or incidents, and whether it constitutes a serious breach of the School's Code of Conduct
 - The effect that the student remaining in the School would have on the education and welfare of other students and staff. Nonetheless, in the case of a student found in possession of an offensive weapon, whether there is an intention to use it or not, it is the School's usual policy in this particularly serious matter to issue a permanent exclusion.
- The Head will consult with the Chair of the Trustees before making a decision to exclude a student on a permanent basis.
- Any parent who is not satisfied by the school's decision can make use of the School's complaints procedure (see separate policy)

In the Event of Exclusion

10. The School works closely with other schools to undertake managed moves where such a course of action would be of benefit both to the student and the two schools concerned.

Behaviour Outside School

11. Students' behaviour outside School on school "business" for example school trips and journeys, away school sports fixtures or academic visit is subject to the St John's Code of Conduct. Bad behaviour in these circumstances will be dealt with as if it had taken place in School. 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 behaviour and discipline among the student body as a whole. If students' behaviour in the immediate vicinity of the School or on a journey to and from school is poor and meets the School criteria for exclusion then the Head may decide to exclude.