



# JEDDAH PREP AND GRAMMAR SCHOOL

## Exclusions Policy

### INTRODUCTION

This policy applies to all pupils at Jeddah Prep and Grammar School ('the School'), including the Early Years provision, and explains the circumstances in which a pupil may be temporarily suspended, permanently excluded or required to leave for misconduct or other reasons. This policy does not cover situations when a pupil has to leave because of ill-health, non-payment of fees, or is withdrawn by parents.

This policy does not cover expectations for behaviour, sanctions for misbehaviour or procedures for encouraging good behaviour. These are covered in the School's Behaviour Policy.

This policy can be made available in large print or other accessible format if required.

### AIMS

- To ensure procedural fairness and natural justice.
- To promote co-operation between the School and parents when it is necessary for a pupil to leave the School earlier than expected.

The School seeks to implement this policy through adherence to the procedures set out in this policy document.

### WHEN A PUPIL MAY BE EXCLUDED OR REQUIRED TO LEAVE

The circumstances in which exclusion or required removal may be appropriate are listed below. This is not intended to be an exhaustive list:

- Criminal offences
- Physical violence, racist abuse, bullying or theft.
- Serious misconduct on or off School premises which actually, or potentially, or indirectly, damages the good name and reputation of the School or affects the welfare of staff or pupils of the School.

- The possession, supply and use of certain drugs, illegal substances or substances intended to resemble them or paraphernalia to facilitate their use.
- The possession, supply and use of illicit substances.
- The possession or use of unauthorised or offensive weapons.
- Persistent disregard for the School Rules.
- Serious breaches of the School's e-safety.
- Other circumstances where the Headmaster (after appropriate consultation) is satisfied that it is not in the best interests of the pupil to remain at the School.

## **PERMANENT EXCLUSION, FIXED-TERM EXCLUSION AND REQUIRED REMOVAL**

### **Required Removal**

Only the Headmaster may require parents to remove their child from the School.

The Headmaster may request that parent's remove their child from the School for serious breaches of school discipline or for behaviour which the Headmaster considers falls short of behaviour resulting in exclusion. A required removal in these circumstances is at the sole discretion of the Headmaster. Parents will usually be consulted before a decision to require the removal of a pupil is made.

### **Fixed-Term Exclusion**

Only the Headmaster and/or the Heads of Schools may fixed-term exclude or 'suspend' a pupil, but the Headmaster must always have been consulted prior to suspension.

The Headmaster and/or the Heads of Schools may require a pupil to be temporarily suspended from the School and remain at home whilst a complaint or allegation of misconduct is being investigated. In particularly serious cases, or where external agencies such as the police or social services are involved, it may also be appropriate for a pupil to be suspended. A pupil who is suspended should not be on school site, take part in any scheduled school activity or attend school trips without the prior written agreement of the Headmaster. The School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. In addition, consideration will be given to how to help reintegrate the pupil on return to School. The Headmaster and/or the Heads of Schools will coordinate such arrangements with the pupil's parents.

Fixed-Term Exclusion should constitute a clear warning to the pupil that any further misconduct risks further suspension and/or removal or exclusion from the School. A pupil facing a subsequent suspension risks being permanently excluded from the School.

### **Permanent Exclusion**

Only the Headmaster may permanently exclude a pupil from the School. Permanent exclusion is usually reserved for grave breaches of school discipline. Exclusion is usually used as a last resort where all other sanctions have proved ineffective.

### **PROCEDURE**

The procedure set out below does not have contractual effect. The policy contains guidelines which can be adapted as necessary. All procedures will be conducted fairly and in a way that is appropriate to the circumstances.

For the EYFS / Reception class, permanent exclusion would usually only take place once all other avenues have been explored and exhausted to help address and manage the behaviour, including one to one intervention. A decision to exclude (or a request to remove a pupil) may be taken by the Headmaster for a single serious offence or a number of less serious breaches of school discipline.

The School will make reasonable adjustments where a pupil's misbehaviour relates to a pupil's disability.

### **Preliminary Steps and Investigation**

A senior member of staff will undertake an investigation and its outcome will be reported to the Headmaster.

Parents will be informed as soon as reasonably practicable if the allegation or misconduct under investigation may result in the pupil being suspended, required to leave or permanently excluded.

Where the member of staff investigating the matter deems it necessary to interview a pupil they will be accompanied by an appropriate adult (which will usually be a member of staff). Minutes of the interview will be recorded in writing.

At the end of the investigation the investigating senior member of staff will discuss with the Headmaster whether there is a case to answer which needs to be considered further.

Where the allegations are serious, or other pupils may be at risk, the Headmaster will consider excluding the pupil until the outcome of the procedure. The parents will be informed in writing. Consideration may need to be given to making arrangements to send work home.

The School will notify external agencies, as appropriate. Advice from external agencies will be taken into account.

### **Search**

The School may search a pupil and/or their belongings, if it is considered reasonable to do so. Any such search shall be conducted in accordance with the School's Behaviour Policy.

### **Meeting**

The Headmaster will invite the pupil and their parents to a disciplinary meeting. The pupil may be accompanied by another member of staff of their choice. Parents will be asked to provide any relevant evidence that they wish to rely on in advance of the meeting.

The parents and pupil concerned will have an opportunity to state their case and answer the allegations that have been made.

The School will make reasonable adjustments where the parents and/or the pupil inform the Headmaster ahead of the meeting that they have a disability.

The Headmaster will consider the complaint, the evidence and any factors they deem relevant including the pupil's disciplinary record and decide whether the allegation of misconduct has been proved on the balance of probabilities. If the allegation is proved, the Headmaster will consider the range of disciplinary sanctions available to them. The Headmaster may consult the Governing Body before reaching a decision.

Parents will be advised of the outcome of the Headmaster's decision, the reasons for the decision and the sanction imposed then, or at some time later. Any decision to exclude a pupil will include the length of suspension and the date from when the suspension will commence.

Any serious disciplinary issues are logged in the Headmaster's Discipline Book.

The Governing Body will be informed of a decision to fixed-term exclude, permanently exclude or request the removal of a pupil from the School.

## COMPLAINTS

If parents are not happy with the Headmaster's decision, they may invoke Stage 3 of the Complaints Procedure and request a panel hearing.

A panel hearing is a private matter. All those concerned and involved are required to keep the review meeting confidential unless disclosure is required by law. The review panel will be at least two governors and one person who may be independent of the management and running of the School. Neither of the governors shall have had any prior knowledge of or involvement in the case.

The role of the panel is to listen to both sides, consider whether the Headmaster's decision was fair and proportionate and in accordance with the policy, and decide whether to uphold the Headmaster's decision or refer the matter back to the Headmaster for reconsideration together with recommendations.

The Complaints Panel will notify the Headmaster and the parents in writing of the decision with reasons and any recommendations by the panel.

The School will make reasonable adjustments where the parents and/or the pupil inform the Clerk ahead of the Governors' Review that they have a disability.

<b>Date of Issue:</b> 30 <sup>th</sup> November 2020	<b>Reviewer:</b> Headmaster, SLT
<b>Date for Review:</b> 30 <sup>th</sup> November 2022	<b>Approved:</b> Board of Governors