

KIRKHAM GRAMMAR SCHOOL

POLICY DOCUMENT

EXCLUSION AND REQUIRED REMOVAL

This is a whole-school policy and is applicable to Kirkham Grammar Senior School (KGS) and Kirkham Grammar Junior, Infant and Pre-School (KGJS).

Policy number: 36	Originating date: March 2004	Date last reviewed: November 2022	Next review: November 2025
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Introduction

This policy should be read in conjunction with the school's Behaviour Management Policy, Anti-Bullying Policy, School Rules and Regulations, Online & E-Safety Policy and Complaints Procedure.

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

At Kirkham Grammar School 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, is encouraged. The school's system of rewards includes:

- verbal praise and written praise for good work;
- academic Distinctions and Recognitions for both effort and achievement, which are celebrated both in the classroom and in end of term assemblies;
- annual subject and year group prizes;
- posting examples of excellent work in art/design, sports, and drama and concert achievements on the school's social media platforms, so that the community can celebrate success;
- reports to parents.

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 the school's Behaviour, Rewards and Sanctions Policy.

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.

A range of sanctions are in place which include:

- a verbal reprimand from a member of school staff;
- emails and/or phone calls to parents;
- 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;
- detention including during break times, after school and at weekends;
- oral or written warnings;
- School-based service or imposition of a task – such as picking up litter;
- regular reporting, including early morning reporting; scheduled uniform and other behaviour checks; or being identified for behaviour monitoring; and
- suspension

Minor indiscipline and more serious infringements are dealt with under the Behaviour, Rewards and Sanctions Policy.

Deliberately missing a lesson, or becoming seriously behind in work may result in the Head of Year requiring the pupil to serve a two hour Saturday detention.

The Head may suspend a pupil, for a fixed period of between 1 and 3 days for very serious indiscipline; or less serious offences, where repeated punishment has proved ineffective.

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 merit exclusion

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment. Serious incidents or persistent poor behaviour which has not improved following in-school sanctions and interventions could result in permanent exclusion of a pupil.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of school and, where applicable, online) 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 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, Sanctions and Rewards Policy or School Rules.

The school reserves the right to impose sanctions for conduct or behaviour which falls short of exclusion, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

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 including, where applicable, online) 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.

The school reserves the right to impose sanctions for conduct or behaviour which falls short of required removal, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

Unreasonable parental conduct which may merit required removal

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. 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;
- discriminatory, bullying or harassing conduct or behaviour towards staff (including sexual harassment);
- 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.

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).

Serial or persistent issues

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

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation or circumstance that could result in the pupil being excluded or removed.

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 (such investigation to be carried out by the Head or their nominee). Any findings of fact will be made on the basis of the balance of probabilities. The nature and level of investigation carried out by the School will depend on the circumstances of the case. Parents will be provided (to the extent appropriate) with the information/evidence collated which is relevant to the allegation, concern or circumstance (which could result in the pupil's exclusion or removal) and on which the school proposes to consider when reaching its decision.

In circumstances where the potential ground for removal or exclusion relates to the conduct of the pupil or engages their safety or well-being, the school reserves the right to require the pupil to remain away from school as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime if they remain on school premises.

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 or ability to meet need) the parents.

In circumstances where the school believes removal may be warranted because the school is unable to meet the pupil's needs, reasonably accommodate adjustments or reasonably provide the level or nature of support required, the school will collate relevant information and evidence (including where available and appropriate any external or expert evidence or assessments), share and discuss these with the parents and provide the parent with a reasonable opportunity to share their views.

If the Head considers that further investigation/information 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 having taken all the relevant circumstances into account. The Head will communicate their decision in writing within five working days from the meeting.

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 days of the pupil's exclusion/required removal]. For clarity, the pupil will remain excluded or removed from the School pending the outcome of the appeal. 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.

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

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. In cases where the decision to require removal was not due to the pupil's behaviour or conduct, eg because of the school's inability to meet need or unreasonable parental conduct, this will be clearly noted.

Details of the exclusion, required removal or suspension will be recorded on the Head's Sanctions Record.

Kirkham Grammar School
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