

Suspensions and Expulsions Policy

Procedures in the Event of a Suspension or Expulsion

This policy should be read in conjunction with the school's Behaviour Policy. It is reviewed annually by the Principal and the Head.

The school always seeks to apply its behaviour policies in a consistent, rigorous and non-discriminatory way, making appropriate reasonable adjustments to reflect the individual needs of its pupils. Every effort is made to avoid reaching a point where a pupil is suspended or expelled, but the school reserves the right to apply appropriate sanctions where they are deemed necessary. The following terms are used:

- 'suspension' = where a pupil is either removed from classes for a limited period but remains in school or is sent home for a limited period – either as a disciplinary sanction or pending the outcome of an investigation or a review by the Board of Governors;
- 'expulsion' = where a pupil is required to leave the school permanently.

The power to suspend or expel a pupil can only be exercised by the Principal or the Head. Serious sanctions are not imposed without parents being informed of what happened and why the school considers it appropriate to impose such a sanction. There is no appeal against a decision to suspend a pupil, but it is made clear to parents that they can, if they wish, appeal to the Board of Governors against a decision by the school to expel a pupil. In such circumstances, parents are informed by the Principal about how to make such an appeal.

Suspensions and expulsions only occur in response to a serious offence being committed by a pupil or after a series of cumulative misdemeanours, particularly where poor behaviour has a significant impact on the individual pupil or others in the school.

Examples, noting that this list is not exhaustive, include:

- severe or persistent bullying, racism or harassment;
- stealing;
- extreme or persistent violence, actual or threatened, against a pupil or member of staff;
- sexual abuse, assault or activity;
- smoking, illegal drugs (possession and/or use) or alcohol (consumption or possession);
- significant vandalism;
- going out of bounds in a way that may cause harm to self or others;
- persistent misbehaviour when normal disciplinary measures have failed;
- carrying an offensive weapon.

Procedure to be followed:

- parents are informed as soon as reasonably possible about what happened and the proposed sanction to be imposed;
- although the school's decision about the level of sanction to be imposed is final, we are always prepared to engage in dialogue with parents to help everyone understand the decisions being made;
- all suspensions and expulsions are confirmed in writing, either by the Principal or the Head;
- if a pupil is suspended at home, appropriate arrangements are made to ensure that work is sent home for the pupil to complete;

- pupils who are suspended are seen by the Principal or the Head before they return to normal lessons, to review what happened and to set clear parameters for future behaviour;
- all cases of suspension and expulsion are treated in the strictest confidence on a need-to-know basis;
- the Principal or the Head may not suspend a pupil for more than five days or an aggregate of fifteen days in any school term without the agreement of the Board of Governors.

If, after completing an investigation or as a result of new evidence and further investigation, the school decides that it is necessary to extend a limited period suspension or to change the sanction into a permanent expulsion, the Principal or the Head writes again to the parents to explain the reasons for this decision. The decision to expel a pupil permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or when an exceptionally serious offence has been committed.

Appeal

If parents wish to appeal against a permanent expulsion, they must do so to the Chair of Governors in writing, within one week of the letter notifying the parents of the expulsion.

The Chair of Governors will establish an Appeal Panel to consider the appeal, which will include one person independent of the management, leadership and governance of the school, and which will normally convene within three weeks of the receipt of the letter requesting the appeal.

Parents may bring a representative to the meeting, though legal representation is not usually necessary. The Appeal Panel will listen to the parents and consider all appropriate documentation. It will also speak to the Principal or the Head. Further information may be requested. At the conclusion of the hearing, the Appeal Panel may recommend that:

- the expulsion is confirmed;
- the expulsion is rescinded;
- the expulsion be rescinded and replaced with an alternative sanction.

The recommendation of the Appeal Panel will be communicated to the parents and the Principal or the Head in writing. The decision of the Appeal Panel is final.

Signed:



Amy Cavilla
Principal
September 2025