

EXCLUSIONS POLICY

Applicable to:	RGS Prep, including EYFS
Author(s):	Deputy Head
Executive owner:	Head (RGS Prep)
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1. Introduction

The Royal Grammar School, Guildford and RGS Prep (together, “the School”) are committed to providing the highest standard of education and pastoral care. This policy reflects the School’s values, ensuring clarity and consistency for pupils, staff and parents.

Throughout this policy, the terms ‘child’, ‘pupil’ or student’ are used to refer to all those attending the School. At the time of publication, the school is a boys' school but is preparing to become co-educational. Nursery, Reception (Shell) and Year 3 at RGS Prep, and Year 12 (Lower Sixth) at RGS Senior will become co-educational from September 2027. Year 7 (1st Form) at RGS Senior will become co-educational from September 2028.

The use of exclusion is governed by the provisions of the Education Act 2011. This policy should be read in conjunction with the School’s Behaviour, Rewards and Sanctions Policy. The updated [July 2026 Department for Education guidance on suspension and permanent exclusion reinforces that exclusion](#) should be a last resort and that schools must carefully consider whether unmet SEND needs, disability-related behaviours, safeguarding concerns, or failures in reasonable adjustments have contributed to any incidents. RGS Prep uses this guidance to inform this policy.

2. Policy Rationale

This is an equal opportunity school and our aim is to ensure that all pupils achieve the highest academic standards of work and behaviour, in a stimulating and challenging environment which promotes and celebrates achievement.

The school’s Code of Conduct/Pupil Charter explains the school’s expectations of its pupils and what constitutes good behaviour. The school’s Code of Conduct/Pupil Charter is detailed in the school’s Behaviour, Rewards and Sanctions policy.

Temporary exclusion (suspension) will be invoked for serious offences. It may also be used for more minor offences after warnings and other sanctions have been tried and failed. Permanent exclusion (expulsion) from school is rare and will only be invoked for very serious offences or after previous suspensions have failed to produce the required satisfactory level of behaviour.

3. Process/Procedure

The Head (or the Deputy Head in the Head's absence) is legally the only person who can exclude a pupil either for a temporary period, or permanently, from school. Except in exceptional circumstances, the decision to permanently exclude may only be taken by the Head (in consultation with the Headmaster of RGS).

4. General Guidelines

The following general guidelines are provided:

- 4.1. Temporarily excluding a pupil for a specific period of time is a serious sanction and will not be used lightly.
- 4.2. Excluding a pupil permanently from school is the ultimate sanction, and one that should be avoided if at all possible.
- 4.3. There are a few actions which will usually result in an automatic exclusion (temporary or permanent). Pupils should be made aware of these. Please see section 10.
- 4.4. There may be cases where the decision whether to exclude, or for how long a pupil should be excluded, is based on incidences of unacceptable behaviour over a period of time and the response of the pupil to the support and advice offered.
- 4.5. Parents should always be warned if their child's behaviour is such that it is likely to lead to an exclusion. Parents should be involved in preventative strategies.
- 4.6. Support available from the Pastoral Team, the Deputy Head and the Form Teacher, will focus on improving the pupil's behaviour and will include working closely with parents in order to achieve this objective.
- 4.7. The school's Behaviour, Rewards and Sanctions Policy sets out the strategies used and the context in which exclusion is used.

5. Initial Exclusion Procedure

The following initial procedure must be followed when exclusion is considered as a likely outcome for any of the offences outlined in section 10:

- 5.1. The decision to exclude is most likely to follow a particular incident. This one incident in itself may be serious enough to justify exclusion or it could be the culmination of a series of more minor events.
- 5.2. Statements will be taken, where possible, from pupils who witnessed the incident(s).
- 5.3. Statements must not be directly quoted or shown to other pupils, or their parents, without the permission of the pupil who made the statement. Leading questions should not be used during this process.
- 5.4. If possible, statements from adults who have witnessed the incident must also be taken.
- 5.5. The Head will discuss with the Deputy Head the most appropriate action to be taken. The Form Teacher will also usually be consulted at this stage.
- 5.6. The Head, in discussion with the Deputy Head, will then make a decision as to whether the pupil should be excluded and whether a temporary or permanent exclusion is appropriate.

- 5.7. Having decided a route to either a temporary or permanent exclusion, one of the following secondary stages of action, outlined below in section 6 (temporary exclusion) and section 7 (permanent exclusion), will apply.

6. Temporary Exclusion

If, after following the 'initial exclusion procedure' at paragraph 5 above, the decision of the Head is to temporarily exclude, the following additional steps will be taken:

- 6.1. When a temporary exclusion is being considered, the school will endeavour to contact the parents as soon as possible. A meeting will be convened at the earliest opportunity in order for the parents to be apprised of the circumstances of the situation, after which the Head will decide whether or not to proceed with the temporary exclusion.
- 6.2. In the event of the temporary exclusion of a pupil, the parents of the excluded pupil can expect a letter from the Head or a senior member of staff providing details of the temporary exclusion. The letter will clearly state the following:
 - the reasons for the temporary exclusion;
 - the length of the exclusion;
 - the date the excluded pupil is permitted to return to school;
 - the conditions attached to the temporary exclusion;
 - if appropriate, the time and date of the interview that the pupil will have with a senior member of staff on the pupil's return to school.
- 6.3. The Deputy Head will liaise with the pupil's teachers and will arrange for work to be sent home as soon as possible. Work will continue to be sent home throughout the duration of the temporary exclusion.
- 6.4. A formal Governors' appeal is not part of the temporary exclusion procedure.
- 6.5. It should be noted that the above temporary exclusion procedure is intended *as a guide* only.

7. Permanent Exclusion

If, after following the 'initial exclusion procedure' as described in sections 5 and 6, the decision of the Head is to permanently exclude, the following additional steps will be taken:

- 7.1. A letter from the Head, providing details of the permanent exclusion, will be sent, or given, to the parents within 48 hours, clearly stating the following:
 - the reasons for the permanent exclusion;
 - the date from which the permanent exclusion commences;
 - an explanation of the procedure for appealing the decision.
- 7.2. The Head will provide copies of the letter for the Chair of the School's Complaints Panel and for the pupil's file.
- 7.3. Parents have the right to appeal against the Head's decision to permanently exclude their child from school. A meeting of the Complaints Panel of Governors will be organised by the Clerk to the Governors. The Head would normally attend this hearing to present evidence. At the end of the meeting the Governors must decide separately whether they support the decision of the Head. The Head must abide by the decision of the Complaints Panel.

- 7.4. Parents have a further right to appeal to an independent legal process, external to the school. The mechanism for doing this is explained in a separate document which is available on request from the Director of Finance and Operations (DFO).
- 7.5. It should be noted that the above permanent exclusion procedure is intended *as a guide* only.

8. Admission of Pupils excluded from other schools

Any pupil joining RGS Prep following exclusion from another school may be asked to have an additional interview with the Head as part of the admissions process.

9. Monitoring Exclusions

The Head will keep a record of all temporary and permanent exclusions. Temporary and permanent exclusions are reported to the Governors at their full meeting every term.

10. Exclusion Offences

Although this is not an exhaustive list, **serious offences (likely to lead to temporary exclusion, but which *may* lead to a permanent exclusion)** include:

- carrying an offensive weapon;
- persistent and defiant misbehaviour;
- any breach of discipline that the Head considers to be serious whether contrary to the school's Code of Conduct/Pupil Charter, School Rules or otherwise;
- bullying;
- theft;
- exercising a harmful influence in any way;
- failing to make proper use of the teaching provided at the school;
- bringing the name of the school into disrepute;
- any other good or necessary reason.

The following **very serious offences are likely to lead to permanent exclusion**:

- sexual abuse or assault;
- serious actual or threatened violence (including bullying) against another pupil or a member of the teaching or support staff;
- involvement in the possession of or supply of illegal drugs.

Additionally, repeated serious offences (as outlined in paragraph 10.1) may also lead to permanent exclusion.