



EXCLUSIONS POLICY

1. Introduction

- 1.1 The use of exclusion is governed by the provisions of the Education (No. 2) Act 1986 as amended by the Education Act 1993. This policy should be read in conjunction with the School's Behaviour, Rewards and Sanctions Policy.

2. Policy Rationale

- 2.1 This is an equal opportunity school and our aim is to ensure that all Students achieve the highest academic standards of work and behaviour, in a stimulating and challenging environment which promotes and celebrates achievement.
- 2.2 The School's code of conduct explains the School's expectations of its Students and what constitutes good behaviour. The School's code of conduct is detailed in the School's Behaviour, Rewards and Sanctions policy.
- 2.3 Temporary exclusion (internal or external exclusion) 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

- 3.1 There are three different forms of exclusion used at the RGS Guildford:
- a temporary internal exclusion, where the student is in school and set work or a reflective project but removed from their lessons for a set period of time,
 - a temporary external exclusion, where a student is removed from their lessons and sent home for a set period of time.
 - a permanent exclusion, where a student is excluded from school on a permanent basis.
- 3.2 The Headmaster (or the Senior Deputy Head / Deputy Head in the Headmaster's absence) is legally the only person who can exclude a student either for a temporary period, or permanently, from school. Except in exceptional circumstances, the decision to permanently exclude may only be taken by the Headmaster.

4. General Guidelines

- 4.1 The following general guidelines are provided:

- 4.1.1 Temporarily excluding a student for a specific period of time is a serious sanction and will not be used lightly.
- 4.1.2 Excluding a student permanently from school is the ultimate sanction, and one that should be avoided if at all possible.
- 4.1.3 There are a few actions which will usually result in an automatic exclusion (temporary or permanent). Students should be made aware of these. Please see section 10.
- 4.1.4 There may be cases where the decision of whether to exclude, or for how long a student should be excluded, is based on incidences of unacceptable behaviour over a period of time and the response of the student to the support and advice offered.
- 4.1.5 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.
- 4.1.6 Support available from the Pastoral Team, the Senior Deputy Head, Assistant Head Pastoral (DSL), Head of Section, Head of Year and in particular the Tutor, will focus on improving the student's behaviour and will include working closely with parents in order to achieve this objective.
- 4.1.7 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

- 5.1 The following initial procedure must be followed when exclusion is considered as a likely outcome for any of the offences outlined in section 10:
 - 5.1.1 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.
 - 5.1.2 Statements will be taken, where possible, from students who witnessed the incident(s).
 - 5.1.3 Statements must not be directly quoted or shown to other students, or their parents, without the permission of the student who made the statement. Leading questions should not be used during this process.
 - 5.1.4 If possible, statements from adults who have witnessed the incident must also be taken.
 - 5.1.5 The Headmaster will discuss with the Senior Deputy Head the most appropriate action to be taken. The Assistant Head Pastoral (DSL) and the relevant Head of Section will often also be involved in these discussions, alongside consultation

with the Head of Year and the student's form tutor. The Head of Year and the student's tutor will also usually be consulted at this stage.

- 5.1.6 The Headmaster, in discussion with the Senior Deputy Head and possibly Assistant Head Pastoral (DSL) or Head of Section, will then make a decision as to whether the student should be excluded and whether a temporary or permanent exclusion is appropriate.
- 5.1.7 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

- 6.1 If, after following the 'initial exclusion procedure' at paragraph 5 above, the decision of the Headmaster is for a temporary internal exclusion, the following additional steps will be taken:
 - 6.1.2 When a temporary internal exclusion decision has been made, The Senior Deputy Head, Assistant Head Pastoral (DSL) or the Head of Section will endeavour to contact the parents of the student as soon as possible in order for parents to be apprised of the circumstances of the situation and explain the rationale for why the threshold has been met for such a sanction, including the duration of the sanction. Often the temporary internal exclusion is set on the day that the decision has been made.
 - 6.1.3 In the event of a temporary internal exclusion, the Head of Year/ Head of Section will ensure that work is set by the student's teachers, and that the student takes breaks and a lunch break at a different time/place to other students in their year group. Students may be asked to prepare a piece of reflective work or project during this time.
 - 6.1.4 In the event of a temporary internal exclusion, parents will be informed in writing of the sanction by either the Senior Deputy Head, Deputy Head or Assistant Head (Pastoral). It should be noted that this email or letter can be written/ arrive after the event of the sanction, however, it will not be the first communication to the parents (as outlined in 6.1.2).
- 6.2 If, after following the 'initial exclusion procedure' at paragraph 5 above, the decision of the Headmaster is for a temporary external exclusion, the following additional steps will be taken:
 - 6.2.1 When a temporary external exclusion is being considered the School, normally through either the Senior Deputy Head, Deputy Head or Assistant Head (Pastoral) who 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 Headmaster will decide whether or not to temporarily exclude.
 - 6.2.2 In the event of the temporary exclusion of a student, the parents of the excluded student can expect a letter from the Headmaster or a senior member of staff

providing details of the temporary exclusion. The letter will clearly state the following:

- the reasons for the temporary external exclusion;
- the length of the exclusion;
- the date the excluded student is permitted to return to school;
- the conditions attached to the temporary external exclusion;
- the time and date of the interview that the student will have with the Headmaster on the student's return to school.

6.2.3 The Head of Year or Head of Section will liaise with the student's Tutor, who 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 by the Tutor.

6.3 A formal Governors' appeal is not part of the temporary exclusion procedure (both internal and external).

6.4 It should be noted that the above temporary exclusion procedure is intended *as a guide* only.

7. Permanent Exclusion

7.1 If, after following the 'initial exclusion procedure' as described in section 5 and paragraph 6.1.1, the decision of the Headmaster is to permanently exclude, the following additional steps will be taken:

7.1.1 A letter from the Headmaster, 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.

7.1.2 The Headmaster will provide copies of the letter for the Chair of the School's Complaints Panel and for the student's file.

7.2 Parents have the right to appeal against the Headmaster'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 Senior Deputy 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 Headmaster. The Headmaster must abide by the decision of the Complaints Panel.

7.3 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 School Bursar.

7.4 It should be noted that the above permanent exclusion procedure is intended *as a guide* only.

8. Admission of Students excluded from other schools

8.1 Any student joining the Royal Grammar School following exclusion from another school may only be considered for admission after an interview with the Headmaster.

9. Monitoring Exclusions

9.1 The Headmaster 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

10.1 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, 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.

10.2 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 student or a member of the teaching or support staff;
- involvement in the possession of or supply of illegal drugs.

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

Reviewed by: Senior Deputy Head

Date of last review: July 2025

Date of next review: Trinity 2026