



REIGATE GRAMMAR SCHOOL

---

## Exclusion Policy

---

|   |                          |
|---|--------------------------|
| <b>ISI Code:</b>                          | I5a Exclusions Policy    |
| <b>Policy Author:</b>                     | Shaun Fenton, Headmaster |
| <b>Date Reviewed:</b>                     | June 2023                |
| <b>Next Review Due:</b>                   | June 2025                |
| <b>Date Approved by Governing Body:</b>   | 19 June 2023             |
| <b>Next Review by Governing Body Due:</b> | June 2025                |

---

## Permanent Exclusion

In the most extreme circumstances the Headmaster reserves the right to permanently exclude a pupil from the school. Although the pupil's best interests will be taken into consideration, the interests of the whole school community and the nature of the offence will be of particular significance.

In all matters it is intended that the judgement or decision by the Headmaster is final and therefore whilst permanent exclusion might not inexorably follow the examples below, in every case it is a likely outcome. During an investigation a pupil may be suspended from school pending an outcome.

The Headmaster will seek advice and guidance from other appropriate senior colleagues before making a final decision.

### Examples of behaviour likely to result in permanent exclusion

Examples of behaviour that might, for a single instance, result in permanent exclusion include the following but this list is illustrative and other poor behaviour of a similar nature might also result in permanent exclusion.

1. Any behaviour likely to cause actual harm (physical, emotional, psychological or in any other way) or that might risk actual harm to the person behaving inappropriately or to any other person(s), whether a member of the RGS school community or not.
2. Bullying of any sort – including verbal, physical, peer-on-peer abuse and via the use of technology as examples.
3. Any behaviour reasonably likely to incite or motivate others to behave inappropriately.
4. Any sexual behaviour that the Headmaster deems inappropriate for a school community or which, even beyond the school day, is inappropriate and or might bring the school into disrepute if it were to have been discovered.
5. Any sexist, racist, homophobic or otherwise inappropriate attitude related to intolerance or prejudice
6. Violence towards another person or property.
7. Damage to school or other property – including graffiti or similar.
8. Damage to the schools standing or reputation. This would apply for behaviour likely to bring the school into disrepute even if in actual fact the damage to the school's reputation had been avoided by management of the incident or by a fortunate lack of discovery or because of some other reason.
9. Dishonesty or theft of property in or out of school – to include theft from the school catering facilities.
10. Defiance or rudeness or otherwise inappropriate behaviour towards a teacher or other appropriate person in authority.
11. Defiance of school rules (including uniform rules).
12. Theft or other dishonest behaviour.
13. Any involvement whatsoever with drugs other illegal substances or inappropriate substances such as solvents, medicines etc.
14. Any behaviour that the Headmaster believes may undermine good work, learning, outcomes or the progress of pupil(s).
15. Any behaviour likely, in the opinion of the Headmaster, to undermine a culture and ethos of good behaviour, respect for other pupils and teachers or good work and progress.
16. False allegations against staff.

It is important to emphasise that these are examples of serious poor behaviour that are likely to result in permanent exclusion for a single incident and are not intended as an exhaustive list. Clearly where more than one form of inappropriate behaviour is involved then the likelihood of permanent exclusion rises from likely to almost inevitable.

### Threats

Behaviour that indicates an explicit or reasonably implied threat of the above might also result in permanent exclusion. For example, threatening violence or threatening to damage property will be treated as extremely inappropriate behaviour even if the threat is not carried out and is likely to lead to permanent exclusion.

## Reckless behaviour or behaviour showing a lack of appropriate care or attention

Behaviour that is reckless or where, in the opinion of the Headmaster, it might reasonably be likely to have resulted in harm or damage or any of the above (or similar offences) might also result in permanent exclusion. This is also the case where a lack of appropriate care or caution has caused one of the very poor behaviour above to have happened or to have been reasonably likely to happen, in the opinion of the Headmaster. For example, behaviour that may well have resulted in someone being injured is likely to receive a sanction as if the harm had actually happened.

## More than one pupil involved

Where more than one pupil is involved in an incident then the sanction may vary according to the extent to which they were culpable and/or the context of their previous school record.

In such circumstances, parents have a right of appeal to the school governors. A separate procedure covering the right of appeal is available from the Headmaster's office.

## Timing and location

This policy will apply to behaviour at any time the Headmaster feels it is reasonable to conclude that the pupil might have been associated with the school in any way or where the behaviour is in anyway linked to the school. This would include times when out of uniform and out of the school day in the holiday and at weekends, for example, but where the pupil might be identified as a member of Reigate Grammar School. This policy certainly includes behaviour in social settings and on-line or in any way involving technology even if that activity takes place out of school hours and away from school.

## Collusion and involvement of a number of pupils

Where a number of pupils may have been involved in unacceptable behaviour but where, through a lack of cooperation or other reason, it is not possible to identify individual levels of culpability then all involved will share culpability equally and sanctions may well therefore be shared, although previous school record may also be taken into account.

## Honesty and cooperation

If a pupil does not cooperate fully with an investigation straight away and instead creates unnecessary anxiety, wastes the time of pastoral staff or others involved in investigations then permanent exclusion is likely to be the consequence. This applies to all forms of poor co-operations to include, for example, not volunteering information where in the opinion of the Headmaster it was reasonably foreseeable that the information may have been needed.

## Previous sanctions and consistency

Where a fixed term exclusion has already been applied to a pupil for any reason then it is not likely to be repeated on another instance. A pupil who has received a fixed term exclusion previously is likely to be permanently excluded if another serious behavioural incident occurs, whether the previous incident was internally applied or externally applied (i.e. whether the exclusion was a pupil being removed from lessons (internal) or whether it was parents being asked to keep a pupil at home).

There will be a number of pastoral or other reasons why sanctions may be applied differently for apparently similar offences. These include, for example, such matters as specific details surrounding the incident, pastoral issues, mitigation, extenuating circumstances, previous school record, the judgements of senior staff about the best step to balance the interests of the pupil with the interests of the school community.

## Mitigation and extenuating circumstances

Mitigation and extenuating circumstances will always be taken into account where made known to the school by the parents and pupils as long as that information is received by the Headmaster in time to be taken into account for the final decision. The mere fact that there are extenuating or mitigating circumstances would not in itself make a decision of permanent exclusion unreasonable.

## Asked to leave

Parents' attention is drawn to the school's Terms and Conditions, which states that:

*“Parents may be required, during or at the end of a term, to remove the Pupil, temporarily or permanently from the School if, after consultation with a pupil and/or parent, the Head is of the opinion that by reason of the Pupil's conduct or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School.”*

Repeated poor work or uniform infringements, a refusal to complete homework, persistent absence from school or (in the opinion of the Headmaster) behaviour which suggests a pupil is not supportive of the school rules, expectations and ethos, are examples of occasions on which the Headmaster might require the withdrawal of a pupil.

In this situation it is intended that the Headmaster's decision should be final.

## Complaints

A formal complaint about any matter of School policy or administration not involving a decision to expel or remove a pupil must be made in accordance with the School's published complaints procedure, a copy of which is available on request. Every reasonable complaint shall receive fair and proper consideration and a timely response.

**This policy should be read in conjunction with:**

- Behaviour Policy
- Admissions Policy
- Child Protection and Safeguarding Policy