

EXCLUSION POLICY

<p>Policy Owner PPS DSL's</p>	<p>Applies to Prior Park Schools (Trust Wide)</p>	<p>Superseded documents Exclusion Policy</p>
<p>Associated documents PPS Complaints Policy Behaviour Policy (Schools own) Community Handbook (Schools own)</p>	<p>Review frequency Every year (unless the legislation/regulations update before this time)</p> <p>Implementation date 1 March 2020</p>	<p>Legal Framework KCSIE 19</p>

1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College and The Paragon School are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar, is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

2. Policy Aims

- to support the PPS individual school Behaviour Policy
- to ensure procedural fairness and natural justice
- to protect the community
- to assist the individual in recognition of unacceptable behaviour and the need to change
- to promote co-operation between parents and PPS when it is necessary for a student to be temporarily excluded or to leave school earlier than expected.

3. Dealing with Serious Misconduct

The circumstances which may lead to major sanctions, including temporary or permanent exclusion are stated in the schools' own Behaviour Policy.

Required standards are also highlighted in student/parent documents (such as the Community Handbook in the senior school and Student Diary/Record Book) to ensure community awareness. These standards include;

- theft, physical violence, persistent bullying, intimidation, harassment, racism, blackmail, extortion
- supply/possession/use of certain drugs or substances designed to resemble them, use of tobacco or other smoking items, abuse of alcohol and other dangerous substances
- Behaviour which shows overt support for the drug culture is unacceptable in the PPS community
- vandalism
- computer hacking, cyber-bullying, sexting, supply/possession/distribution of pornography
- misuse of technology to upset and harass others (e.g. by email, text, film, social media)
- sexual misconduct or impropriety, including misuse of electronic media
- possession of weapons in school, including replica items, and use of weapons to cause threat and fear.
- persistent attitudes or behaviour which are inconsistent with the standards of the schools.
- repeated smoking or smoking in a school building (causing danger to others). All schools are no smoking campuses and smoking of any type is banned
- cheating in exams or serious plagiarism
- serious misconduct towards a member of the school community, behaviour which brings the school into disrepute on or off school premises
- criminal behaviour
- persistently poor behaviour, despite a series of warnings, with a lack of regard for the School ethos

This list is illustrative. Breaches of the law, dangerous or reckless behaviour, and persistent breaching of schools' standards, including academic standards, would also warrant major sanctions, and may lead to exclusion.

The best interests of the community must be given weight whilst making every effort to act with due regard for the future of the student who has engaged in significant misconduct.

4. Investigation and Procedures

a. Complaints

Investigation of a complaint or rumour will be conducted by an appropriately experienced member of staff (e.g. DHM, Assistant Head, HsM/House parent, Head of Year) and reported to the Head. Parents will be informed if the matter is of such a nature that it could lead to exclusion - at times the pace of events may unfold or demand investigation before parents can be alerted.

b. Incidents

If an incident occurs the circumstances will be recorded and the situation investigated, alerting parents as soon as is practicable if the incident warrants potential exclusion.

c. Search

If necessary, a search may be made as part of an investigation. This must be consistent with the PPS Conducting a Search Policy statement; an appropriate search of a student's space and belongings may be made and if necessary, the Police will be called. Neither forced personal searches nor any intimate searches may take place.

d. Interview

An informal interview by a member of staff may be used to establish if grounds exist for further investigation. This should be recorded and communicated to a more senior member of staff (e.g. HsM/House Parent, Head of Year, Assistant Head, DHM), who will make arrangements for a formal interview (with student accompanied by a member of staff, e.g. Tutor/HsM/House parent).

Following investigation and reflection the Head will consider the evidence and the nature of the complaint/incident.

The Head will take into account the details of the incident and reflect on the student's record in the school. The Head may alert the Chair of Governors at this stage. If temporary exclusion is deemed sufficient the student will return to school, with the Head seeing the student (and possibly the parents) upon return.

5. Suspension/Temporary Exclusion

As a result of a formal investigation a student may need to be sent home for a defined period. At PPC the Head, Deputy Head Pastoral or HsM will inform the parents of the grounds and duration, and at TPS and PPSG the Head will inform the parents of the grounds and the duration.

Suspension/Temporary Exclusion may take two forms;

- i) Fixed-term sanction - a student may be excluded from the school for a defined period as a warning of the need to re-assess his/her behaviour. This is recorded on the student's disciplinary record.
- ii) Removal of a student pending an investigation of a rumour or complaint concerning him/her. This is a neutral (not disciplinary) measure to allow an unimpeded

investigation and may also be taken for the good of the student by separating him/her from immediate school pressures.

The Head will make any such decision in consultation with HsMs and Senior staff.

If permanent exclusion is a possibility, the parents will be informed of the Head's intent to consider the matter further.

6. Expulsion/Permanent Exclusion/Withdrawal

The Head will discuss leaving status with the parents directly. The Head will also consult the Chair of Governors.

If a student is required to leave, they will be;

- withdrawn by parents - a breach of discipline makes it impossible for a student to remain and the Head requests that the parents withdraw the child. A consultation with parents will determine leaving status.
- removed - the Head is satisfied that a student must leave, but parents are unwilling to withdraw the student. The Head is entitled to suspend (or continue suspension) and to set a timescale in which consideration will be given to formally requiring the student's removal. A timescale for the Head's decision will be set.
- expelled - the Head requires a student to leave the school (and will have consulted the Chair of Governors before deciding on this action).

The following steps will be taken:

1. a formal letter will be sent to parents stating the outcome/basis
2. announcement may be made in House and School, but this will depend on the circumstances of the case and the agreed outcome
3. reference discussed and agreed
4. a formal entry recorded on the school record indicating leaving status
5. arrangements made to transfer any work to a new school
6. public exam entry will be considered if relevant
7. assistance in finding a place will be given as discussed/agree
8. fee details will be discussed

The Head will inform parents that if it is decided that a child must be removed, the parents will be entitled to a review by Governors. If the parents and Head cannot agree a way forward in these difficult situations, they may request a Governors Review. If a review is requested a formal application must be submitted and the review should take place within 7 days. (Further details of this can be found in PPS Complaints Policy)