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See Distribution

06 September 2016

COVENTRY SCHOOL FOUNDATION EXCLUSION POLICY

- A. Human Rights Act 1998
- B. ISI Handbook for the Inspection of Schools, The Regulatory Requirements February 2016, <http://www.isi.org.uk/>
- C. ['Behaviour and Discipline in Schools: Advice for Headteachers and School Staff'](#), DfE, September 2014
- D. 'Excluding Pupils - A Practical Guide for Independent Schools' by Farrer & Co (an ISBA Briefing Document), May 2013
- E. [The Education Act 2002, Part 10](#) and The Education (Independent School Standards) Regulations 2014 ('ISS Regulations')

At the Foundation schools we encourage the establishment of good teacher/ pupil relationships and support for the school's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment. Details are given in each school's policy relating to Behaviour and Code of Conduct, including measures to promote and recognise good behaviour as well as sanctions for breaches of discipline which do not merit exclusion.

AUTHORITY

1. Under the terms of the Coventry School Foundation Articles of Government, the Head¹ has express powers to:
 - a. Suspend (temporarily exclude) a pupil pending the outcome of an investigation as deemed necessary.
 - b. Suspend (temporarily exclude) a pupil for any cause considered by the Head to be adequate, provided that the Head shall forthwith report the case to the Governors.
 - c. Expel (permanently exclude) a pupil for any cause considered by the Head to be adequate to follow upon the prior notification of the Chair of Governors or if unavailable the Vice Chairman or if neither is available the Chairman of the relevant school's Academic & Resources Committee.
2. These express powers form part of (but do not replace or limit) the School's general right to take such action as is deemed necessary to enforce the School Rules and to maintain good order and discipline or to safeguard the welfare of pupils.

¹ Or in the Head's absence, a Deputy Head specifically nominated as Acting Head

3. Suspension and expulsion where a pupil's parents etc. are at fault. The Head may write to the pupil's parents excluding that pupil from the School, either permanently or temporarily if a pupil's parents or other close family members are:

- a. In breach of their contract with the School.
- b. Cause a serious and/or repeated nuisance on School premises
- c. Demonstrate a serious disagreement with, or contravention of, the School's policies on pupil behaviour.

SANCTION

4. The decision to suspend or expel a pupil rests with the Head (subject to the rights of appeal in the case of either a single suspension for a period of more than 5 successive school days or expulsion – see below).

5. The circumstances that may lead to expulsion differ widely according to the age and character of the pupil, the nature of the offence, whether it is on or off school premises, in term-time or holidays and who else may be involved, including members of staff. The examples given below are not intended to be comprehensive, but expulsion is likely to be considered for the following reasons:

- The supply and possession of pornography;
- The supply of drugs or banned substances;
- The possession of drugs or banned substances (temporary or permanent exclusion, depending on the circumstances);
- Vandalism and computer hacking;
- Any criminal offence committed in school, in school time, or during any school activity;
- Any (other) serious criminal offence committed off the school premises;
- Serious misconduct towards a member of the school community;
- Wilful and repeated disobedience;
- Persistent disruptive behaviour;
- Repeated breaches of School Rules;
- Repeated incidences of Suspension;
- Persistent failure to reach the required standards of achievement;
- Bringing the school into disrepute, on or off the school premises.

Breaches of discipline outside school:

The school takes the conduct of its pupils outside school extremely seriously. A pupil's misbehaviour outside school can be damaging to the reputation of both the pupil and the school. Where an incident is reported to the school of a pupil's poor behaviour outside the school grounds and the incident has not been witnessed by school staff, the school will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

The school will report to the police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside its grounds. Drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the school believes a pupil may have taken drugs then the school may seek immediate medical advice and may involve the police. Sexual offences will generally be reported to the police immediately, including in cases where a pupil is only suspected or alleged to have committed such an offence provided a

reasonable amount of evidence is available. The alleged victim's parents will also be informed of the incident and told that the police have been informed.

PROCEDURE

6. **Suspension of a Pupil.** Generally, Suspension from School is a punishment for one or more serious breaches of School Rules and for repeated minor breaches of School Rules when the circumstances fall short of requiring expulsion. Suspension may in some circumstances also be appropriate for criminal offences or other unacceptable behaviour committed by pupils out of School time when such offences/behaviour are not so serious as to require expulsion. The suspension will be for a fixed period not to exceed 15 successive school days. This suspension will be notified to the pupil and to his parents forthwith; this will normally take the form of an interview with the Head. The parents must then remove the pupil from the school premises. The Head will then send a letter to the pupil's parents, setting out the fact of the suspension and the reason(s) for it, together with its dates of commencement and termination.

Any appeal against suspension/ temporary exclusion of up to 5 successive school days will be dealt with under the Foundation's Complaints Procedure, and should be made in writing to the Head within 5 working days of the pupil's suspension. If the period of any single suspension is for more than 5 successive school days, the pupil's parents may appeal to the Governors and the Head will advise them of that right in his letter. The Appeal Procedure will then apply.

7. A re-integration meeting may take place prior to or immediately following the pupil's return to School following a period of suspension. The meeting will normally be between a senior member of staff and the pupil but might also involve other members of staff and other pupils if necessary. The pupil's parents may be invited to attend the meeting. It might also be a condition of the pupil's return from suspension that some restorative steps have been taken, for example a suitable apology has been given to any person harmed as a result of the pupil's actions. It will be emphasised to the pupil that following their return, a further similar offence may well result in expulsion.

8. **Expulsion of a Pupil.** A decision to expel a pupil will be notified to the pupil and to the pupil's parents forthwith. This will occur subsequent to an interview with the Head or in his absence a deputy head nominated as Acting Head. The parents must then arrange to remove the pupil from the School premises. The Head will send a letter to the pupil's parents setting out the fact of the expulsion and the reasons for it. The parents of a pupil expelled from School may appeal to the Governors and the Head will advise them of that right in his letter. The Appeal Procedure will then apply.

APPEAL PROCEDURE

9. The right of appeal applies only to decisions of the Head to suspend a pupil for a single period exceeding 5 successive school days or to expel a pupil. The appeal procedure allows a two-stage process, which are as follows:

- a. **Stage 1** - A review of the Head's decision by a Governor.
- b. **Stage 2** – A hearing by a tribunal of three Governors.

10. Parents wishing to appeal must write to the Bursar within 5 days of the Head's decision requesting an appeal. The Chair of the relevant school's Academic and Resources Committee (or in his or her absence the Chairman of the Governors) shall appoint a Governor not previously directly involved in the case who will then carry out a review of the process and evidence relied upon by the Head (which may include a meeting with the parents) and will advise the Chair of the Academic & Resources Committee whether the Head's decision should be upheld or not. The Chair of the Academic & Resources Committee will aim to write to the parents within 10 working days of their request being received, informing them of the review finding.

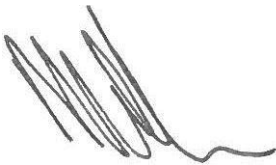
11. If the review finding does not satisfy the parents concerned, they may appeal the Head's decision in writing stating their grounds for appeal, within 5 working days of the stage 1 review finding. The appeal will be heard by a tribunal of three Governors not previously directly involved in the matter. They will consider the procedure adopted by the Head and investigate the evidence used by the Head in coming to the decision. The tribunal will also consider any points and evidence raised by the parents. The tribunal will aim to report its decision to the parents within 14 working days of receipt of the appeal being received.

Whatever the outcome of the appeal the Head will offer the parents an opportunity to discuss it and the implications for the pupil's future education.

12. Parents should address all appeal correspondence to:

The Bursar
Foundation Office
Queens House
Queens Road
Coventry CV1 3EG

13. Review this Policy 3 Sep 17 or on changes to higher policies or guidance.

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes that form a cursive, somewhat abstract shape.

Mr Shaw
Bursar