



Discipline and Exclusion of Pupils Policy

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ISI REQUIREMENT

Required by ISI?	Yes
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References

- Human Rights Act 1998
- ISI Handbook for the Inspection of Schools, The Regulatory Requirements (September 2017) <http://www.isi.org.uk/>
- 'Behaviour and Discipline in Schools: Advice for Headteachers and School Staff' (DfE, January 2016)
- 'Excluding Pupils - A Practical Guide for Independent Schools' by Farrer & Co (an ISBA Briefing Document - May 2013)
- The Education Act 2002, Part 10 and The Education (Independent School Standards) Regulations 2014 ('ISS Regulations')

Introduction

1. The School's ethos allows a number of sanctions to ensure a safe and positive learning environment. A Code of Conduct is in place to guide pupils. In the case of misbehaviour or academic infraction the following sequence may apply in the School:
 - In the first instance, dealt with by subject and/or Form Teacher
 - Record any action taken using iSAMS (management information system) thereby making the pupil's pastoral lead aware
 - Involvement of relevant Head of Department and action discussed
 - Referral to Tutor and/or Club President/Head of Year/Housemaster or Housemistress
 - Referral to relevant Deputy Head

Sanctions for breaches of discipline that do not merit exclusion in the Senior School

2. Sanctions are issued in line with the full Behaviour Policy and staff are expected in the first instance to conduct their own detention.
3. This sequence may vary in the case of serious breaches of discipline. For the full list and sequence of sanctions please see the School's Behaviour Policy.
4. NB: Pupils and staff should be aware that persistent bullying will result in exclusion from School.

Sanctions for breaches of discipline that do not merit exclusion in the Prep School

5. The Prep School's ethos allows a number of sanctions to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

6. For the full list and sequence of sanctions please see the School's Behaviour Policy.

Breaches of discipline outside of the School grounds

7. The School takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of 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 of 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 any further action required.
8. 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 of 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 will seek immediate medical advice and may involve the police.
9. 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 immediately of the incident and told that the police have been informed. Whether the victim and parents then speak to the police is a matter for them.

Breaches of School rules which merit exclusion

10. A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion includes the following:
 - physical assault against pupils or adults;
 - verbal abuse/threatening behaviour against pupils or adults;
 - bullying;
 - abuse on grounds of race, religion/belief, disability, Special Education Needs (etc.);
 - sexual misconduct;
 - drug and alcohol misuse;
 - damage to property;
 - theft
 - persistent disruptive behaviour; and
 - unreasonable or otherwise inappropriate parental behaviour.
11. Please note that exclusion may also be imposed by the School as a sanction for a series of minor misdemeanours.

Appeals against exclusion

12. The School will always offer the right of appeal to any pupil excluded from the School. Any appeal against exclusion needs to follow Stage 3 of the School's Complaints Policy, and should be made in writing to the Clerk to Governors within one week of the pupil's exclusion.
13. An appeal meeting will follow within 5 working days, if practicable, to which the parent may be accompanied by a friend or relative if they wish (although legal representation is not appropriate). The appeal will usually be heard by at least two of the School's Governors and one person who is independent of the running of the School.
14. The School will accept the appeal decision as final.