



CROSFIELDS SCHOOL

Policy/Procedure Name:	Exclusions Policy
Policy Owner:	Senior Deputy Head
Approved by:	Head
Approval Date:	January 2026
Date of next Review:	January 2027

Definitions

A *suspension* is a temporary exclusion. Usually, this requires a pupil to be withdrawn from the School site and from all activities for a defined period, however, an internal suspension involves the pupil attending School, off timetable.

A *permanent exclusion* means that a pupil is required to leave the School permanently if it is proved on the balance of probabilities that the pupil has committed a very grave breach of discipline or a criminal offence. Permanent exclusion is reserved for the most serious breaches.

The term *parent* includes one or both parents, a legal guardian or education guardian.

Introduction

This policy should be read in conjunction with other School policies, including but not limited to the School's Behaviour Policy, Anti-Bullying Policy, the Parent Contract, Online Safety Policy and Complaints Procedure Policy.

This policy is available on request from the School Office.

Crosfields School is a caring community committed to equal opportunity for all. It is felt that exclusions of pupils from the School, whether permanent or temporary (suspensions), are damaging to the school community. Consequently, a pupil will only be permanently excluded or suspended when other strategies and sanctions have not been effective over time, or when there has been a single, clear and serious breach of discipline, or if allowing the pupil to remain in the School would harm the education or welfare of the pupil or other pupils in the School, in the short or long term.

For definition, a pupil may be suspended or excluded if:

1. The pupil has committed a serious disciplinary offence.
2. The pupil is accused of a criminal offence.
3. The pupil's presence in the School:
 - represents a risk to the health and safety of pupils or adults,
 - is clearly detrimental to the educational experience, happiness or wellbeing of another pupil or adult,
 - affects the smooth running of the School.
4. There is a culmination of sanctions for repeated offences. The pupil has ignored the intention of the sanctions, and their behaviour has not improved.

The permanent exclusion of a pupil is an extreme sanction and is only administered by the Head, or in the absence of the Head, whoever is acting as their deputy.

Suspensions of up to 5 days will usually be administered by the Head or a senior member of staff. Any suspended pupil will be required to meet with the Head at the end of the defined period. The Head may arrange an interview with his/her parent(s)/guardian(s) on the pupil's return to School.

There are occasions when, at the Head's or a senior member of staff's discretion, it is considered preferable to administer a suspension internally. An internal suspension will never be used if the pupil's presence in School represents a serious risk to the health and safety of pupils and staff.

The Head will inform the Chair of Governors of all suspensions and consult with the Chair about permanent exclusions.

Behaviour which could merit exclusion

A **non-exhaustive** list of the sorts of behaviour that could merit exclusion includes the following:

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's behaviour policy
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability

A pupil may also be excluded for non-payment of School fees; in these circumstances there will be no right to Governor's Review.

Please note that suspension or exclusion may also be imposed by the School as a sanction for a series of minor misdemeanours.

Breaches of discipline outside of the School grounds

The School takes the conduct of its pupils outside the School's grounds extremely seriously.

A pupil's misbehaviour outside of School can be damaging to the reputation of both the pupil and the School and the School may discipline pupils for misbehaviour outside of school premises in accordance with its Behaviour Policy, to the extent that it is reasonable to do so. 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 may talk to witnesses before identifying further action and any sanctions required for such behaviour.

A pupil may be excluded for conduct outside of the School's grounds if their behaviour corresponds to criteria 1 to 4 on page 2 of this policy.

Investigation Procedure

All misbehaviour or disciplinary incidents will be dealt with by the School, as soon as it is possible to do so.

1. Investigation

The Head undertakes to apply any sanctions fairly, and, where appropriate, after investigative action has taken place (such investigation to be carried out by the Head's nominee or the most appropriate member of staff already involved). Parents will be informed as soon as reasonably practicable if the complaint or allegation under investigation is of a nature that could result in the pupil being suspended, expelled or required to leave. This will normally be via a face-to-face meeting where next steps can be discussed.

A pupil will always be allowed and encouraged to give his/her account of events and to put forward any mitigating factors. The pupil(s) and staff involved will normally be asked to prepare written statements as soon as possible after the incident has taken place. These may be written by the pupil themselves although it is likely that follow up questions from staff will be added to the notes. These statements are for internal investigation purposes only and would not normally be shared with parents. Redacted summaries can be provided if deemed appropriate.

As part of the investigation the pupil may also be interviewed by a member of staff to establish whether there are grounds for the reported complaint and/or a formal investigation. The School is not required to inform the parent(s) that a meeting is to take place. The School will try to arrange for another member of staff to be present to further support the pupil during interviews but this may not always be possible. Staff are trusted and trained to conduct fair, fact-finding conversations to establish what has happened and to understand the feelings of each child

A pupil who is waiting to be interviewed may be segregated and the School may confiscate a pupil's mobile phone or other personal belongings (as appropriate) for such period as is deemed necessary.

All evidence will be very carefully assessed and collated. Records will be kept of all proceedings, and the findings of the investigation will be presented to the Head or the senior member of staff investigating, for consultation and consideration.

2. Suspension pending investigation

A pupil may be suspended from the School as a neutral act while a complaint is being investigated. Alternatively, the School may decide to implement a segregated regime on school premises.

Should a suspension continue for a period of more than 5 school days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. The School will co-ordinate these arrangements with the pupil's parents or guardians. Parents or guardians should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set.

3. Search

The School reserves the right to search pupils and their possessions, including their mobile phone. More information regarding the School's approach to searches and confiscation can be found in the Search and Confiscation Policy.

Reports to the Police (and others)

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. Possessions or items including (but not limited to) drugs, weapons or phones may be confiscated immediately and held for the Police as potential evidence.

If the School reasonably suspects a pupil may have taken drugs then the School will seek immediate medical advice and may involve the Police, where necessary. Please see the School Drugs, Alcohol and Tobacco Misuse Policy for further information.

Sexual offences will be reported the Police and/or Children Services in line with the School's Safeguarding Policy and Child Protection Procedures, including in cases where a pupil is suspected or alleged to have committed such an offence provided a reasonable amount of evidence is available. The parents of any children involved will usually be informed of the incident and told that the Police have been informed. The School will also apply the terms of its Safeguarding Policy and Child Protection Procedures to ensure there is sufficient support in place for the pupils involved.

Consideration Meeting

Once the information has been gathered, the next step is to consider this information. A meeting will be held with the Senior Deputy Head, Head of Juniors (HoJ) or Head of Pre-Prep (HoPP), in the first instance to consider the next steps. If no exclusion is deemed appropriate, these staff will speak with the investigating member of staff to issue suitable sanctions. Parents will be informed of the result and the approved sanction, as soon as possible.

If exclusion is deemed appropriate, the Senior Deputy Head/HoJ/HoPP and the investigating member of staff will meet with the Head to consider the information once again. If the Head approves exclusion is suitable, parents will be invited in for a meeting as soon as possible.

Internal and one day suspensions will normally be communicated with the parents by the Senior Deputy Head/HoJ/HoPP or Head of Year/Head of House where appropriate.

More serious sanctions will involve a meeting with the Head and this will be considered a disciplinary hearing whereby all parties hear the summary of evidence before the Head decides what action is deemed appropriate.

Disciplinary meeting

Depending on the severity of the matter, the Chair of Governors may be informed of the investigation and that a disciplinary meeting is to be held but will not take part in either of them.

Reintegration Meeting

A meeting with the Senior Deputy Head, Head of House, parents and pupil will be held before the pupil is permitted to return to general circulation within the school. This meeting will usually take place on the morning of the pupil's return to school. The purpose of this meeting is to clearly outline the reasons for suspension and to work with the family to ensure no further incidents of this nature take place. Targets will be set for the pupil which are directly related to the conduct causing suspension and supportive pastoral measures will be agreed to aid their successful reintegration to school

Attendance

The pupil and his/her parents/guardian (if available) will be asked to attend the disciplinary meeting with the Head, unless the circumstances involve the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour, in which case only the parents will be asked to attend.

Where appropriate, the pupil may also be accompanied by a member of staff of his/her choice. The pupil's parents may also be accompanied should they so wish but legal representation is not appropriate and is not permitted. The Head should be informed of all attendees at least 24 hours prior to the disciplinary meeting.

Proceedings

The process to be followed at the disciplinary meeting shall be determined by the Head. The meeting will be conducted in a manner appropriate to the age, understanding and maturity of the pupil involved, considering any additional needs of the pupil in all circumstances.

Notes will be taken by the School during the disciplinary meeting and a copy of the notes will be provided to the parents upon request.

The pupil will have an opportunity to provide their account of the circumstances surrounding the complaint or allegation and both the pupil and his/her parents will be able to ask questions. The pupil/parents will also be able to address the Head on the issue of sanctions.

If the Head considers that further investigation is needed, the disciplinary meeting may be adjourned and the reason for the adjournment will be explained to the pupil and their parents. If an adjournment is not necessary, following the conclusion of the meeting the Head will decide on the balance of probabilities. The Head will write to parents about the

incident and the appropriate sanction, together with reasons for that decision, within 5 working days from the meeting.

If the Head considers that permanent exclusion may be the appropriate sanction, the pupil's previous disciplinary history may be considered, and/or any other favourable or unfavourable conduct known to the School when reaching a decision in respect of the pupil.

Where the sanction imposed is exclusion, required removal or suspension, the written report on the investigation will be placed on the pupil's file alongside all correspondence and records of investigation.

Details of the exclusion, required removal or suspension will be recorded on the pupil's sanction record.

Delayed effect

A decision to permanently exclude a pupil shall take effect 7 days after the decision was first communicated to a parent. Until then, the pupil shall remain suspended and away from school premises. If within 7 days the parents have made a written application for a review by the Governors, the pupil shall remain suspended until the appeal has taken place and either the sanction is upheld, or a reconsidered decision is made. Any pupil who is permanently excluded will not be removed from the School register until the appeal process has been concluded.

Pupils and parents who have permanently left the School, irrespective of leaving status, are not permitted to re-enter School premises without prior consent from the School. Pupils who have permanently left the School, irrespective of leaving status, are not permitted to sit public examinations at the School, unless by express agreement with the Head. The School may plan for the transfer of any course and project work to either the leaving pupil, the parent(s), guardian or to another school.

Required Removal

As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil where the Head considers in their discretion that the behaviour or conduct of a parent is unreasonable.

A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds of unreasonable parental behaviour includes the following:

- treating the School or a member of staff unreasonably
- making a malicious allegation about a member of staff or the School
- communication with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community
- behaving in a manner which brings (or is likely to bring) the School into disrepute;

- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) a pupil's progress at the School
- and breaching the School's Terms and Conditions (Parent Contract)

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School/School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).

Withdrawal

The Head is entitled to discuss with parents the withdrawal of their child from the School if, after consultation with the parents, that the behaviour or performance of the pupil is unsatisfactory, or the health and safety of pupils and staff will be put at risk; and that it is in the best interests of the pupil and/or the School. A parent's decision to withdraw a child may avoid a permanent exclusion. There is no right of appeal following a withdrawal.

Fees

In accordance with paragraph 8.11 of the Crosfields School Standard Terms and Conditions, no refund of fees will be made in the case of an exclusion or withdrawal, however, no fees in lieu of notice will be required.

Appeals against exclusion

1. The School will always offer the right of appeal to any pupil permanently excluded or required to be removed from the School and appeals will be dealt with by way of a Governors' review hearing.
2. The right to appeal does not extend to suspensions (whether pending an investigation or as a sanction).
3. Pending such an appeal, the pupil shall remain suspended from the School.

Request for review

Upon notification of the Head's decision to exclude or require a pupil to leave the School, a pupil or his/her parent(s) may make a written application for a Governors' review hearing. The application must be received by the Clerk to the Governing Body within 72 hours of the decision being notified to the parent(s) and must clearly set out the grounds on which they are asking for a review and the outcome that they seek. A disagreement with the Head's decision alone is not sufficient grounds for a review. The grounds for a review are limited to assertions that:

1. Further evidence has come to light or
2. The process and decision were flawed for reasons of procedure or proportionality.

Review Hearing

The review will be undertaken by at least two governors and a third person that is independent of the School ("the Review Panel"). They will have no detailed prior knowledge of the case, or of the pupil or parents. Parents will be notified in advance of the names of the members of the Review Panel.

The hearing will take place at the School premises unless notified otherwise, normally no later than 10 days after a request for appeal has been received, during term time.

A review hearing is an internal procedure and all those involved, or who are concerned in the procedure, are required to keep its proceedings confidential. Those present at the hearing will usually be:

- Members of the Review Panel
- The Clerk to the Governors
- The Head and any relevant members of staff whose presence the Head considers to be necessary to secure a fair outcome for the pupil; and
- The pupil, together with his/her parent(s)/guardian(s). If they wish, the parent(s)/guardian(s) may be accompanied by a friend or relative who is not legally qualified.

Conduct of the review hearing

The review hearing will be chaired by one member of the Review Panel. As with the disciplinary meeting, the hearing will be conducted in a manner appropriate to the age, understanding and maturity of the pupil involved, taking into account any additional needs of the pupil in all circumstances.

The Clerk to the Governors will be asked to take minutes of the hearing and a copy of those minutes will be provided to the parent(s)/guardian(s) within 3 working days following the meeting.

The Chair of the Review Panel will ensure that all those present have the opportunity to ask questions and make appropriate comments.

Decision

The Review Panel review will consider the grounds for the review and shall decide whether to either:

- Uphold the decision of the Head and, if minded to do so, with the agreement of the Head, discuss the pupil's leaving status (i.e. permanent exclusion, required removal or withdrawal) with a view to reaching an agreement; or
- Recommend the decision of the Head be reviewed and, if minded to do so, require the Head to review the decision including recommending an alternative sanction. The Panel will only recommend this action where it considers, having regard to the process followed by the Head, that the Head's decision to exclude/require the removal of the pupil was not a reasonable decision for the Head to have taken.

The Chair of the Review Panel will endeavour to notify the parent(s)/guardian(s) in writing of the decision and the reasons for the decision within 3 working days of the review meeting.

For the purposes of this policy “working days” refers to weekdays (Monday to Friday) during term time, excluding bank holidays and school holidays.

Confidentiality

All those participating in the application of this policy, including parent(s)/guardian(s) and pupils are required to keep all statements, correspondence, notes and documents confidential except where legally required to disclose them.