



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

Exclusion Policy

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

Policy Statement

At St Joseph's College, we encourage the establishment of good teacher/pupil relationships and support for the College values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment. Our system of rewards is outlined in our Behaviour, Rewards and Sanctions Policy.

All pupils must observe the rules, regulations and policies of the College in force for the time being. It is the parents' responsibility to ensure the regular and punctual attendance of their child. The College is a community and parents have an obligation to exercise their influence over pupils to ensure, so far as possible, that the College rules are complied with and that pupils derive the greatest possible benefit from membership of the College.

Good conduct and discipline in the College is the responsibility of the Headmaster under the direction of the Governors and they are assisted in performing their duty by the teachers and other staff of the College. By accepting a place at the College parents, on behalf of their son or daughter, confirm their acceptance of the College policy on disciplinary matters.

Infringements of College rules and disciplinary matters generally will be dealt with on a day to day basis by the Headmaster and staff of the College, in accordance with the Policy on Behaviour, Rewards and Sanctions. In the case, however, of serious misconduct, the Headmaster has the right to exclude a pupil temporarily or permanently.

The Governors have adopted a procedure to be followed in cases of serious misconduct. The objective is to deal appropriately with the case in question but also to afford to the pupil his or her rights in natural justice. A copy of the disciplinary procedures forms part of this document.

Procedure – Permanent Exclusion

The Headmaster may, in consultation with the Governors, require the removal of any pupil:

- a. upon one full term's notice in writing;
- b. upon shorter notice in writing if in the Headmaster's opinion the pupil is unlikely to achieve a satisfactory overall standard in any examination for which he/she has been or would be prepared or if the College is unable to provide a course of studies or preparation for examinations or for the further education reasonably desired by the pupil or by the parents;



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- c. without notice if the Headmaster considers that the pupil is not capable of profiting, or profiting further, from education at the College;
- d. without notice if the pupil or the parents are in breach of any of the policies, procedures, codes of conduct and rules as provided on the College website or in the Parental Handbook;
- e. without notice if the pupil or the parents are in serious or persistent breach of the College disciplinary rules;
- f. without notice if the pupil's presence is adversely affecting other pupils;
- g. without notice if the behaviour of a parent, family member or guardian is detrimental to the well-being of any pupil, parent, guardian, College employee, Governor or member of public.

If the Headmaster is considering removal in any of the circumstances (b) to (g) above, they will do so in consultation with the parents so far as possible. If the Headmaster notifies the parents that they are considering removal on any of those grounds, parents agree that they will cooperate fully with them and, if necessary, arrange for their and their child's attendance at the College for consultations.

The removal of a pupil under (d) to (g) above will be treated for the purposes of payment of fees as a withdrawal of the pupil by you and therefore parents shall be obliged to pay to the College one full term's fees in lieu of notice.

Appeals against Permanent Exclusion

The College will always offer the right of appeal to any pupil permanently excluded from the College. Any appeal against exclusion will be dealt with under this Policy rather than under the College Complaints Policy, and should be made in writing to the Headmaster within one week of the pupil's exclusion.

An appeal meeting will follow within 14 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 College governors and one person who is independent of the running of the College.

The College will accept the appeal decision as final.

Procedure - Temporary Exclusion

Temporary exclusion is used where there has been a major breach of College rules and only after serious consideration by the Headmaster and senior staff.

When a temporary exclusion is being considered the College will endeavour to contact the parents as soon as possible. While the matter is being investigated the parents will be asked to collect the pupil concerned from College as soon as possible or will, at the



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very least, be required to give permission for the pupil to make his own way home. A meeting will be convened at the earliest opportunity in order for the parents to be appraised of the circumstances of the incident, after which the Headmaster will decide whether or not to temporarily exclude.

In the event of temporary exclusion of a pupil, the parents of the excluded pupil can expect the following:

- A letter from the Headmaster or a senior member of staff providing details of the temporary exclusion.
- The letter will clearly state the following:
 - the reasons for the temporary exclusion;
 - the length of the exclusion;
 - the date on which the excluded pupil is permitted to return to College;
 - the conditions attached to the temporary exclusion.

A formal Governors' appeal is not part of the temporary exclusion procedure but parents do have the opportunity to write to the Chair of the Governors, should they feel this to be appropriate.

This is an internal College document and intended as a guide to the temporary exclusion procedure only. While the College will endeavour to follow the procedure as closely as possible, there may be occasions when a more flexible approach to a temporary exclusion is the appropriate course of action.

Procedure - Internal Suspension

If there have been repeated instances of poor behaviour or one case of particularly poor behaviour, the College may decide to place a pupil into internal suspension. The decision to place a pupil in internal suspension will be taken either by the Headmaster or Deputy Head (Prep), following discussion with senior staff. Parents will be notified of the decision to place a pupil in internal suspension, initially by phone or in person and ultimately in writing. The letter will state the following:

- The reasons for the internal suspension;
- The length of suspension;
- Any further conditions attached to the internal suspension.

A formal Governors' appeal is not part of the internal suspension procedure but parents do have the opportunity to write to the Chair of the Governors, should they feel this to be appropriate.

A pupil in internal suspension will work in isolation. He or she will be accompanied to lunch early and will not be permitted to join his or her friends during break. Sufficient rest periods will be built into the course of the day. The Head of Section will liaise with the other staff to ensure that sufficient work is set for the pupil to complete during the period of internal suspension.



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Disciplinary Rules and Procedure

Appendix 1

The objective of this procedure is to establish fair methods of dealing with serious disciplinary matters within the College. Minor infringements of rules will be dealt with promptly by staff with the pupil with the positive aim of providing guidance or advice to correct the position.

Any case which appears to the Headmaster to be likely to lead to serious disciplinary action such as temporary exclusion or removal from the College will be dealt with by the Headmaster or Deputy Head (Prep). He/she will arrange to obtain the full facts which will be put to the pupil. He/she will also endeavour to notify the parents of the pupil so that they may be involved in the disciplinary procedure. The pupil will be asked to comment and to explain his or her view of the situation. Consideration will be given to the matters raised by the pupil and account will be taken of representations by, or on behalf of, the pupil concerned.

Depending on the seriousness of the facts revealed by the investigation, the Headmaster or Deputy Head (Prep), or in their absence a Deputy Head may deal with the case in one of the following ways:

1. case closed – no further action;
2. oral advice – not recorded;
3. oral warning – recorded;
4. formal written warning;

or, where the facts appear to warrant more serious steps, the following action may be taken:

5. internal suspension
6. temporary exclusion from the College for a period not exceeding ten days;
7. removal from the College with or without notice.

In implementing the procedure, the following provisions will normally apply:

1. the complaint will be fully explained to the pupil concerned;
2. the pupil will have the right to make representations and to be accompanied by a parent or friend at any disciplinary hearing (legal representation will not be permitted);
3. appropriate account will always be taken of the pupil's record and other relevant factors;
4. written warnings will normally indicate the likely consequence of further misconduct or unsatisfactory performance and in the latter case will also specify the period over which the improvement is required;
5. warnings are to be disregarded for disciplinary purposes in the absence of further misconduct or unsatisfactory performance after the period specified by them, which is normally one year for a written warning;



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6. except for instances of gross misconduct, a pupil will not normally be removed from the College for a first act of disciplinary misconduct;
7. in instances which appear to be particularly serious, or where further investigation or consideration is desirable, a pupil may be suspended from the College temporarily pending consideration of the case by the Headmaster or Deputy Head (Prep). Any precautionary suspension of this kind will be reviewed as soon as possible and will not normally exceed three days;
8. the provisions of the College disciplinary and appeals procedure are not contractually binding upon the College. They are intended merely as guidelines which may be helpful in particular circumstances. The College reserves the right to leave out any or all of the stages of the disciplinary and appeals procedure where it considers appropriate. The College reserves the right to change any of the provisions of the disciplinary /appeals procedure (or a substituted procedure) by amendment, addition or deletion or by substitution of new rules or procedures from time to time at its discretion;
9. the pupil, or his/her parents, will have the right to appeal against removal. The wish to appeal should be indicated in writing to the Headmaster within one week from the date on which the pupil was notified of the decision with which he or she is dissatisfied. The appeal will usually be heard by at least two of the College governors and one person who is independent of the running of the College nominated by the Chair of the Governors.

Gross Disciplinary Misconduct Appendix 2

Examples of gross misconduct for which a pupil could be summarily removed from the College (i.e. without notice) are set out below. The list is not exhaustive and other very serious misconduct will also lead to summary removal:

1. theft or unauthorised possession of property belonging to the College or to another pupil, a member of staff or the wider community;
2. conviction of a criminal offence relevant to the attendance at the College;
3. conduct, whether inside or outside the College, which may adversely affect the College's reputation or which reflects on the pupil's suitability to remain as a pupil of the College;
4. drunkenness or disorderly conduct (including being under the influence of alcohol or unauthorised substances, or misusing substances) whilst in the College, engaged in extra-co-curricular activities or whilst identifiable as a member of the College;
5. violent behaviour or fighting in the College;
6. serious or persistent neglect of the pupil's duties, in particular, refusal or failure to obey the lawful instructions of a member of staff or follow the College rules or code of conduct;
7. verbal, physical, emotional, written or electronic bullying;
8. vandalism.



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**Independent Member of the Panel
Appendix 3**

The DfE has supplied the following guidance in their Registration of Independent Schools Information Pack of July 2011:

'Whilst we do not wish to be prescriptive about who schools should appoint as an independent person our general view is that people who have held a position of responsibility and who are used to analysing evidence and putting forward balanced arguments would be suitable. Examples of persons likely to be suitable are serving or retired business people, civil servants, heads or senior members of staff at other schools, people with a legal background and retired members of the Police Force might be considered by schools. Schools will of course have their own views.'

The Appendix does not form part of the actual procedure.