SARUM HALL
SCHOOL

EXCLUSIONS AND REQUIRED REMOVAL POLICY

Date:	October 2026
Next Review Due:	October 2027
Reviewed by:	Headmistress

INTRODUCTION

This policy should be read in conjunction with the School's Behaviour Management Policy, Anti-Bullying Policy, E-Safety Policy and Complaints Procedure.

This policy is available on the School's website and also on request from the School office.

At Sarum Hall School 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 and disciplined learning environment. Our system of rewards includes:

- verbal praise and written praise for good work;
- praise on a postcard;
- congratulations board;
- learning points, golden points and golden nuggets;
- certificate of achievement which is celebrated in assembly;
- annual year group prizes;
- posting examples of excellent work and achievements around the School; and
- reports to parents.

SANCTIONS FOR BREACHES OF DISCIPLINE THAT DO NOT MERIT EXCLUSION / REQUIRED REMOVAL

It is hoped that pupils will respond to the School's positive encouragement and will comply with the Golden Values at all times. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School.

When poor behaviour is identified sanctions are implemented in line with the Behaviour Management Policy.

School staff can issue sanctions any time pupils are in school or elsewhere under the charge of a member of staff, including on school visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of school.

We have a range of sanctions which include:

- a verbal reprimand and reminder of expected behaviour. This may be escalated to a member of the SLT (Senior Leadership Team) and then Headmistress, as required;
- repeating unsatisfactory work until it meets the required standard;
- a teacher might move a child to sit alone in class;
- if appropriate, we would require the child to apologise either verbally or in the form of a letter that is signed by the pupils' parents;
- loss of privileges; and/or
- school based community tasks.

If the unacceptable behaviour is persistent or recurring, parents become involved. Children might then be placed on a daily or weekly report system, with parents' support, to monitor their behaviour. However, this must only be done with the agreement of the Headmistress.

The relevant teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. This is reported to the Form Teacher and logged on CPOMS.

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Form Tutor and logged on CPOMS.

More serious misdemeanours are reported to the pupil's Form Tutor and escalated as appropriate, and logged on CPOMS.

BREACHES OF DISCIPLINE OUTSIDE OF THE SCHOOL GROUNDS

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 further action and any sanctions required for such behaviour.

The School will usually 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. Suspected 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.

Alleged sexual offences will generally be reported to the police immediately.

Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

BREACHES OF SCHOOL RULES BY PUPILS WHICH MERIT EXCLUSION

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment. Serious incidents or persistent poor behaviour which has not improved following in-school sanctions and interventions could result in permanent exclusion of a pupil.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of school) includes the following:

- physical assault against pupils or adults;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against pupils or adults;
- bullying, including (cyber-bullying) in accordance with the School's Anti-Bullying Policy;
- committing a criminal offence;
- fighting;
- abuse on the grounds of protective characteristics or any form of unlawful discrimination;
- sexual harassment or misconduct, including non-consensual sharing of nudes or semi-nude images and/or videos;
- drug and alcohol misuse (including supply/possession/use);

- damage to property;
- vandalism or computer hacking;
- theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- wilful damage to property;
- bringing illegal, inappropriate or dangerous items into school, such as drugs, weapons, firearms, pornographic material etc;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- misconduct which brings or is likely to bring the School into disrepute; and/or
- persistent disruptive behaviour or breaches of the School's Behaviour Policy or School Rules.

CIRCUMSTANCES WHICH MAY MERIT REQUIRED REMOVAL

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of school) includes the following:

- conduct or behaviour (including outside of school) which is unsatisfactory and/or in the reasonable opinion of the Headmistress, the removal is in the School's best interests, and/or those of the pupil in question and/or other children;
- Circumstances where the School is unable to meet the pupil's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required.

As set out in the School's Parent Contract, the School may also require the removal of a pupil in circumstances where the Headmistress considers in their discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's and/or other children's progress at the School, and/or the wellbeing of school staff; and/or brings (or is likely to bring) the School into disrepute (among the School community or the general public); and/or is not in accordance with their obligations under the Parent Contract. A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct includes the following:

- treating the School or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the School;
- communicating 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; and
- breaching the 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).

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of more minor misdemeanours (whether that be pupil or parental related) and/or repeated short-term absence in the case of the pupil (as well as long term absence).

PROCEDURE

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation that could result in the pupil being excluded or removed.

The Headmistress for their part undertakes to make decisions in respect of exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Headmistress or their nominee). Any findings of fact will be made on the basis of the balance of probabilities.

The School reserves the right to require the pupil to remain away from school as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime if they remain on school premises.

DECISION TO EXCLUDE / REQUIRE REMOVAL

Prior to any decision being taken by the Headmistress to exclude or require the removal of the pupil, the Headmistress will meet with the pupil and their parents or (in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour) the parents.

If the Headmistress considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil / their parents.

Following the conclusion of the meeting the Headmistress will reach their decision. The Headmistress will communicate their decision in writing within five working days from the meeting.

APPEALS AGAINST EXCLUSION / REQUIRED REMOVAL

The School will always offer the right of appeal to any pupil excluded or required to be removed from the School. Any appeal against exclusion will be dealt with under Stage 3 of the School's Complaints Procedure, and should be made in writing to the Headmistress within five working days of the pupil's exclusion / required removal. The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

For the purposes of this policy "working days" refers to "school days" (Monday to Friday during term time).

RECORDING AND MONITORING

Where the School imposes exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil's file. Details of the exclusion, required removal or suspension will be recorded on the School's Sanctions Record.