

This policy is a whole school policy and relates to both the senior school and the junior school (including the Early Years Foundation Stage)

Permanent Exclusion and Removal from the School

Introduction

1. Permanent Exclusion, or a request to parents¹ for their child to be removed permanently from the school, is a very infrequent event in the life of Bootham. The School's ethos and approach to pastoral care encourages the sharing and working through of difficulties.
2. Nevertheless there may be times when the right decision is to sever the School's relationship with a particular student. Such a decision should not come as a surprise to the student concerned who would have known that his or her action, or series of actions, was likely to have such an effect. A decision to exclude a child will only be taken after discussing relevant matters with the parent or parents concerned.
3. While it is understood that parents will, naturally, be concerned to have the School reach a decision which is in the best interests of their child, the School also has a duty to take account of the interests of the wider School Community, and the impact of the individual student's impact upon it.
4. The process outlined in this policy is separate from that outlined in the school's Complaints Policy and applies specifically in response to Point 10 below.

When is Exclusion under consideration?

5. Exclusion will usually be considered only where such action is deemed to be in the best interests of one or more of:
 - the student concerned,
 - other students in the School,
 - staff in the School;or where the student's action has brought, or is likely to bring, the School's reputation into disrepute.
6. Exclusion will also be considered where the student concerned is regarded on the balance of probabilities as having committed a criminal offence, whether or not connected with the School, and whether or not criminal proceedings have been instituted. See Appendix 1
7. A student is also liable to be excluded if fees remain unpaid unless an arrangement has been agreed with the Bursar for paying off those arrears.

¹ References to 'parent' also include 'guardian' or 'carer' as appropriate.

Process

8. In the first instance, a decision to exclude a student will be taken, after discussion with the relevant parent(s), by the Head². The Head will also consult with the Clerk to the School's Governors' Meeting or in the absence of the Clerk with the Deputy Clerk.
9. Before a decision is taken to exclude a student permanently, the Head may first choose to invite the parent(s) concerned to withdraw the student from the School.
10. If a child is excluded by the Head (i.e. if the parents have not acceded to a request that they remove the child from the School) then the parent may appeal against that decision. Such an appeal should be made in writing to the Clerk to the School's Governors' Meeting within 14 days of the decision to exclude and should set out the reasons for disputing the Head's decision.
11. A student whose exclusion is subject to such an appeal will be suspended from attending the School pending the outcome of the appeal.
12. The Clerk will appoint an Appeal Panel of three persons at least one of whom will not be a member of any of the School's Committees. The Clerk and Deputy Clerk will not themselves be a member of the Panel unless he or she had not been consulted prior to the decision to exclude the student. Prior to the meeting of the Appeal Panel the Clerk will arrange for the Head to produce a statement of the reasons for Exclusion and will give the Appellant(s) the opportunity to comment upon that statement.
13. Unless otherwise agreed by the Appellant(s) at least seven days notice will be given of the time and place of the meeting of the Appeal Panel. The Appellant(s) concerned may attend the meeting as may the Head. If there is any dispute as to the facts which gave rise to the exclusion decision, then the Appeal Panel may hear evidence as to those facts from relevant witnesses. The Head, and the Appellant(s) may make oral submissions to the Appeal Panel. Subject to the preceding provision of this paragraph the Appeal Panel may determine its own procedure
14. Whether or not the decision of the Appeal Panel is announced at the time of the meeting, the Panel will produce a written decision giving their reasons for upholding the Head's decision or asking for it to be reconsidered in the light of those reasons.

Date of last review:	March 2018
Person responsible:	Head
Review Group:	Education Committee
Approval group:	Governors' Meeting
Date of next review:	March 2021

Note: This policy will be checked and updated, on an annual basis, for matters of fact and process.

² References to 'Head' include the Head at either the senior or junior school. Exclusion of a junior school student will take place only after consultation with the senior school Head and other parties as detailed in paragraphs 7 to 13

Appendix 1

Conduct of students Outside School Leading to Exclusion

The School takes the conduct of its students outside of school grounds extremely seriously. A student's misbehaviour outside of school can be damaging to the reputation of both the student and the School. Where an incident is reported to the School of a student/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. Drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the School believes a student may have taken drugs then the School will seek immediate medical advice and may involve the police.

Sexual offences will generally be reported to the police immediately, including in cases where a student is suspected or alleged to have committed such an offence provided a reasonable amount of evidence is available. The alleged victim's parents will usually 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.