

PUPIL DISCIPLINE STATEMENT AND SCHOOL POLICY

STATEMENT ON SUSPENSION, REMOVAL AND EXCLUSION

1. General

This statement is drafted to provide particulars of the school's policy on exclusions pursuant to the Education (Independent School Standards) (England) Regulations 2003. The statement also covers suspensions and removal of pupils from the school and should be read in conjunction with the discipline statement.

The statement does not attempt to cover the situations when suspension, removal or exclusion would be appropriate as each case is determined entirely on its own merits.

Following a decision to remove or exclude, the Headmaster shall give a 'Request for Commencement of Review Procedure' form and a copy of the review procedure to the parent of the pupil. No review is possible of a decision to suspend.

2. Decision to Exclude

The Headmaster can require parents at any time to exclude the pupil, without refund of fees, temporarily or permanently from the school if, after consultation with a parent, they reasonably believe that the conduct or progress of the pupil has been unsatisfactory, or that the pupil is unwilling or unable to profit from the opportunities at the school, or a parent has treated the school or members of its staff unreasonably and in any such case exclusion is considered to be justified.

Any outstanding sums (including any fees) will be payable in full to the school within 28 days of the date the pupil leaves the school.

3. Decision to Suspend or Permanently Exclude

The Headmaster can suspend or permanently exclude a pupil at any time if they reasonably believe that the pupil has behaved in a manner (whether in or out of term time or on or off the school premises) which is a serious breach of the School Rules or damages the school's reputation. The Headmaster can also suspend a pupil pending or during any investigation into a breach of discipline. Such action will only be taken in serious circumstances. The manner and form or any announcement following exclusion shall be in the sole discretion of the Headmaster.

There will be no refund in fees following either a suspension or an exclusion. In the event of exclusion all outstanding sums (including any fees) must be paid to the school within 28 days of the date the pupil leaves the school.

This policy applies to the Pre Prep, Prep and High School Departments. Parents may wish to appeal a decision in all cases and can do so by following the stage 3 independent panel hearing in the complaints procedure/policy.

Reviewed **September 2025**

Next Review **September 2026**