



Exclusion Policy

1. Overview

1.1 Introduction

This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be excluded from the School, or required to leave permanently for misconduct or other reasons, The policy applies to all pupils at the School but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by her parents.

1.2 Aims

The aims of this policy are:

- To support the School's behaviour and discipline code
- To ensure procedural fairness and natural justice.
- To promote co-operation between the School and parents when it is necessary for a pupil to leave earlier than expected.

1.3 Application of this policy

This policy should be read in conjunction with the school's Admissions Policy/Procedures and Behaviour and Tarbiyya Policy.

Al-Burhan Grammar School is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010).

1.4 Monitoring and Review

This policy is reviewed on a regular basis by the Headteacher, SLT and Governing Body. An up to date copy is available on the School Website for parents to view.

2. Reasons for Exclusion

The Headteacher has full disciplinary authority over pupils in the School and can exclude a pupil for a fixed period of time or permanently. In the absence of the Headteacher, Senior Teachers can also exclude a pupil if they feel necessary, after they have communicated the circumstances with the Headteacher.

A pupil may be excluded from the School if the Headteacher reasonably believes that one of the following applies:

1. Persistent attitudes or behaviours which are inconsistent with the School's ethos or are prejudicial to school discipline. This includes behavior outside the school, in or out of term time.
2. Theft, blackmail, physical violence, intimidation, racism and persistent bullying, including cyber bullying
3. Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco.



4. Misconduct of a sexual nature, including sexting; supply and possession of pornography or indecent images of children
5. Vandalism and computer hacking
6. Possession or use of unauthorised firearms or other weapons.
7. The pupil is a subject to a police investigation or conviction.
8. Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.
9. Malicious accusations against a member of staff
10. Parental breach of contract with the school
11. Parental/carer behaviour is unreasonable and adversely affects or is likely to affect the child's, other children's or staff well-being or to bring the School into disrepute.
12. Serious disagreement (on the part of the parents or the pupil) with, or contravention of, the school's policies on social inclusion, diversity or equality
13. Failure of the pupil to meet the required academic standards or attendance/progress is persistently or seriously unsatisfactory despite School efforts.
14. The pupil is unwilling or unable to profit from the educational opportunities offered.
15. It is in the best interest of the School, the child or other children.
16. Such a sanction is necessary for the protection of other members of the School.

Action will be taken following a single offence where that offence is deemed to be sufficiently grave. In most cases, suspension will be the result of a first offence, although the Headteacher may at his discretion exclude any pupil for a first offence which is considered sufficiently grave to warrant such a step.

In other instances, action may be the result of a series of less serious offences, where repetition of these offences indicates the pupil's unwillingness to conform to an acceptable pattern of behaviour. In such cases parents will have been consulted before such a stage is reached in an attempt to correct the behaviour. A pupil may also be required to leave if, after all appropriate consultation, the Headteacher is satisfied that it is not in the best interests of the pupil, or of the School, that he/she remains.



3. Procedure for Exclusion

3.1 Investigation

An investigation and any subsequent meetings will be conducted fairly and in a way in which is appropriate to a school, without formal legal procedures.

Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the Headteacher or other member of the Senior Leadership Team, and its outcome will be reported to the Headteacher.

The procedure may involve, depending on the reason for considering exclusion:

Search: We may decide to search a pupil's space and belongings, and ask her to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so. Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy. This policy does not authorise an intimate search or physical compulsion in removing clothing. If necessary, the police would be called.

Written reports: Written reports from the pupil(s) involved, as well as other pupils who may have some knowledge of the situation, may be taken. Reports must be gathered as quickly as possible to ensure accuracy and at the same time from all pupils to reduce the risk of collusion. Teachers may also be required to write reports.

Interview: If a pupil is interviewed formally about a complaint, arrangements will be made for her to be accompanied or visited regularly by a member of staff, and given access to a toilet, telephone (in order to contact Parents/Guardian or other relative) and adequate food and drink. Mobile telephones may be removed from the pupil's possession.

3.2 Fixed Term Exclusion

In most cases, fixed term exclusion will precede permanent exclusion. However, in cases deemed to be sufficiently serious by the Headteacher, he may proceed directly to permanent exclusion.

The reasons for fixed term exclusion are:

1. To remove the pupil temporarily from a situation which requires further and unimpeded investigation.
2. To create a breathing space for the pupil, parents and the School and, if necessary, to allow time to consider alternative strategies for meeting the pupil's needs.
3. To formally involve the parents in discussion regarding the School's concern about the pupil's actions.
4. To remind pupils and parents about the consequences of further breaches of conduct.



Once it has been decided that a fixed term exclusion is to take place, the following process should be adopted:

1. Parents will be informed
2. All relevant facts should be made available and the reason for the exclusion made clear.
3. A letter should be sent to the parents confirming the reason for the exclusion, the exact length of the exclusion, the date of return to school, any further sanction, conditions for return (if appropriate) and, where necessary, the letter should indicate the consequences of any further breaches of conduct. *(In some cases, a pupil's period of exclusion may begin before the duration of the fixed term exclusion is confirmed.)*
4. The exclusion will be recorded in the pupil's personal file.
5. The Chairman of Governors (or in his absence, the Vice-Chairperson) will be advised of any action taken.
6. Staff will be informed of the action taken.
7. Before the pupil returns to School, a meeting will be held with the parents to discuss what has happened and how all parties involved can work together to move forward.

3.3 Permanent Exclusion

Permanent exclusion is the most serious sanction available and will normally only be used in grave circumstances and/or when other methods have been tried and found to have failed. All aspects of the pupil's record at the School may be taken into account.

Some issues may need to be discussed or explained to the parents and pupil.

- How the school will announce that the pupil has left.
- The form of reference which will be supplied for the pupil.
- Arrangements for transfer of any course and project to the pupil, her parents or another school.
- Whether (if relevant) the pupil will be permitted to return to school premises to sit external examinations. Care will be taken to ensure that they are not disadvantaged by the exclusion. For very serious offences, an external examination candidate may be required to sit the examinations elsewhere.
- Whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.
- The conditions under which the pupil may re-enter school premises in the future.



- Financial aspects: payment of outstanding fees and extras, whether the deposit will be returned or credited, refund of prepaid fees. The usual position of the School is that Fees paid or payable in respect of the pupil being excluded will not be refunded or remitted.

3.4 Leaving Status

If a pupil is expelled or required to leave, her leaving status will be one of the following: "expelled", "removed" or "withdrawn by parents".

4. Appeal Procedure

The Headteacher will act accordingly with the duty to act fairly but should parents disagree with the decision of the Headteacher, an appeal can be made.

Appeals must be made in writing:

- The application must be received within 72 hours of the decision being notified to a parent, or longer by agreement.
- Parents must state the grounds on which they are asking for a review and the outcome which they seek.

Requests for appeals will be considered by the Senior Leadership Team and the Chair of Governors. The Chair of Governors may investigate further before a final decision is made.

If a review meeting is undertaken:

- The meeting will take place on School Premises
- A Review Meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law.
- Members of the Review Panel include:
 - Members of the School SLT/Governors Body as appropriate
 - Any relevant member of staff whom the pupil or her parents have asked should attend and whom the Headteacher considers should attend in order to secure a fair outcome
 - The pupil's parents
 - The pupil may or may not be present
- At the meeting, everyone is expected to show courtesy, restraint and good manners.
- The Chairman of the Review Panel may at his/her discretion adjourn or terminates the meeting. If the meeting is terminated, the original decision will stand.
- When the Chairman of the Review Panel decides that all issues have been sufficiently discussed and if then there is no consensus, he/she may adjourn the meeting; alternatively the Chairman of the Review Panel may ask those present to withdraw while the Panel considers its decision.