

Exclusions Policy (A1)

Scope:	Senior School (Including Boarding and Homestay)
Release date:	September 2025
Author:	Senior Deputy Head Senior School
Reviewer:	Senior Deputy Head Prep School
Approval body:	Board of Directors <i>(released pending ratification at Michaelmas Term Edcomm Meeting)</i>
Review date:	September 2026

Linked documents

This Policy should be read in conjunction with the following published documents:

- Parent Contract (specific reference to section 9)
- Senior School Behaviour Policy (A4)
- Preparatory School Good Behaviour Policy (A4)
- SENDA Policy (A2)
- Complaints Policy (A14)
- Drugs Policy (A4)
- Child-on-Child Abuse Policies (A4)

Availability

This Policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School office / Pupil Services Team.

Edition Changes

Page	Updates/Chnages
Throughout	Years updated to 2025
4 and 5	Removal of 'Chairman', leaving Board of Directors

Part 1: Policy Statement

Scope

This Policy applies to all pupils of Wisbech Grammar School from Reception in Prep School through to Upper 6th.

This Policy does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his or her parents/guardians.

This Policy does not cover expectations for behaviour, sanctions for misbehaviour or procedures for encouraging good behaviour. These are covered in the School's Behaviour Policies.

Breadth

This Policy defines the use of the most severe sanctions following major disciplinary issues, where:

- A pupil may be suspended for a fixed period of time or
- A pupil may be excluded permanently or
- Parents may be asked to withdraw a pupil on a temporary basis, or
- Parents may be asked to withdraw a pupil permanently.

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 Headmaster may, at his discretion, permanently exclude any pupil for a first offence which is considered to warrant such a step.

In other instances, permanent exclusion 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 improve the behaviour.

Aim

The aim of this Policy is:

- 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.

The School seeks to implement this Policy through adherence to the procedures set out in the rest of this document and in conjunction with any other relevant School policies.

Part 2: Policy Procedure

Reception (EYFS)

For the Reception class, Exclusion would only take place once all other avenues have been explored and exhausted, including one to one intervention.

Prep School (Prep1 to Prep 6) and Senior School

The Board of Directors of Wisbech Grammar School make available to the School four sanctions for serious disciplinary matters:

1. Suspension by the School,
2. Temporary Withdrawal at the request of the School,
3. Permanent Exclusion by the School (Exclusion),
4. Permanent Withdrawal at the Request of the School (also known as Required Withdrawal).

The decision made between Temporary and Permanent sanctions will be dependent on the seriousness of the incident and whether it forms part of a series of incidents.

The decision made between Withdrawal at the Request of the School and Exclusion, and Suspension will reflect the following factors:

- Collaboration and agreement with parents that voluntary Withdrawal is the appropriate course of action rather than imposed Exclusion,
- Remorse and understanding expressed by the pupil of the seriousness of the situation,
- Whether or not it is appropriate that Exclusion is added to their record.

However, it must clearly be understood that the Headmaster reserves the right to insist on Suspension or Exclusion.

The contractual difference between Permanent Withdrawal at the Request of the School and Permanent Exclusion is that the Acceptance deposit will be returned for Permanent Withdrawal at the Request of the School, but will not in cases of Permanent Exclusion. There will also be an impact on references and onward support in gaining a place at another school.

It should be noted that Withdrawal at the Request of the School could be triggered by factors other than the pupil's behaviour, for example:

- The pupil is unwilling or unable to benefit sufficiently from educational opportunities offered,
- A parent's behaviour is likely to affect adversely the pupil's (or any other pupil's) progress in the School, the well-being of the School's staff or bring the school into disrepute.

1. Suspension

Only the Headmaster, Senior Deputy Head – Senior School and Senior Deputy Head – Prep School can Suspend a pupil, but the Headmaster should always have been consulted prior to Suspension if possible.

Before deciding to Suspend a child the Headmaster, Senior Deputy Head – Senior School and Senior Deputy Head – Prep School will:

- Ensure that an appropriate investigation has been conducted,
- Ensure that all the relevant evidence has been considered,
- Give the pupil an opportunity to be heard,
- Consult other relevant people if necessary,
- Take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case.

Examples of serious breaches of the School's Behaviour Policies that may lead to a sanction of Suspension, may include:

- Swearing at a member of staff,
- Violent or abusive behavior,
- Persistent defiance,
- Child-on-Child Abuse,
- Behaviour which jeopardises the safety of others,
- Vandalism,
- Serious breaches of the School's e-Safety Policy,
- Conduct which brings the School into disrepute.

Headmaster, Senior Deputy Head – Senior School and Senior Deputy Head – Prep School will inform parents without delay, in person (whenever possible) or by telephone. They will also write to confirm the Suspension, stating the length and the reasons, and the Board of Directors will also be informed.

Work will generally be set for a pupil to do at home during the period when they are suspended. In addition, consideration will be given to any relevant problems of the suspended pupil and how they might be addressed in the interim, together with reintegration on return to School.

Suspension constitutes a clear warning about continued membership of the School and this warning should be regarded as final.

No pupil who is suspended for a second occasion may return to the School without the approval of the Board of Directors. A pupil facing a third Suspension is likely to be permanently excluded.

A pupil who is suspended has no right to enter School premises, be on School grounds or attend School trips unless written consent is given by the Headmaster, Senior Deputy Head – Senior School or Senior Deputy Head – Prep School.

2. Temporary Withdrawal at the Request of the School

Temporary Withdrawal at the Request of the School will be subject to the same procedures as Suspension. This sanction may be appropriate in cases where:

- A more detailed investigation is required into an alleged serious breach of the School's Behaviour Policy, to enable the appropriate sanction to be determined,
- Mitigating circumstances apply.

3. Permanent Exclusion

Only the Headmaster can Exclude a pupil. Before deciding to Exclude a pupil the Headmaster will follow the same procedure as for Suspension. However, a decision to Exclude a pupil is not taken lightly and before it is reached the Headmaster will have given careful consideration to any representations by the parents. In the process, he will consult the Board of Directors and agree the issues and sanction.

Repeated serious breaches of the School's Behaviour Policies may trigger Exclusion, for instance when a pupil shows persistent attitudes or behaviour which are inconsistent with the ethos of the School.

In exceptional circumstances it may also be appropriate to Exclude a pupil for a first or 'one off' offence, for example:

- Serious or threatened violence/misconduct against another member of the School community or which brings the School into disrepute (single or repeated episodes),
- Misconduct of a sexual nature; sexual abuse or assault; supply and/or possession of pornography,
- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco,
- Possession or use of unauthorised firearms or offensive weapons.

The Headmaster will inform parents without delay, in person (whenever possible) or by telephone. The Headmaster will also write to confirm the Exclusion stating the reasons, and the Board of Directors will be informed.

A pupil who has been Excluded has no right to enter School premises, be on School grounds or attend School trips unless written consent is given by the Headmaster, Senior Deputy Head – Senior School or Senior Deputy Head – Prep School

4. Permanent Withdrawal at the Request of the School

Permanent Withdrawal at the Request of the School will be subject to the same procedures as Exclusion.

Some parents prefer, after due consideration, to withdraw their child rather than the School imposing Exclusion. However, it must clearly be understood that the Headmaster reserves the right to insist on Exclusion.

A pupil who has been Withdrawn at the Request of the School has no right to enter School premises, be on School grounds or attend School trips unless written consent is given by the Headmaster, Senior Deputy Head – Senior School or Senior Deputy Head – Prep School

Further points of procedure - Appeal

Parents may, if they wish, choose to challenge an Exclusion by asking the Board of Directors to review the case, using the Complaints process set out in the School's Complaints Policy (A14)

Further points of procedure - Discretion

The decision to Exclude, or require Withdrawal of a pupil, and the manner and form of any announcement shall be in the sole discretion of the School, acting on the recommendation of the Headmaster. In no circumstances shall the School, Board of Directors or its staff be required to divulge to parents or others any confidential information (including the identities of pupils or others who have given information which has led to such a sanction), which the Headmaster has acquired during an investigation