



# CITY OF LONDON SCHOOL FOR GIRLS

## SUSPENSION, EXPULSION AND REQUIRED REMOVAL POLICY

Policy last reviewed by:	Susannah Gilham
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Approved by:	Board of Governors
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This policy should be read in conjunction with:

- The School Rules
- The Senior School Parents' Handbook
- Pupil Equal Opportunities Policy
- Code of Conduct
- Relationships and Sex Education Policy
- PSHCEE Policy
- Anti-Bullying Policy
- Behaviour Policy
- Terms and Conditions
- Physical Contact and Restraint Policy
- Pupil Searches and Confiscation of Pupils' Belongings Policy
- SEND Policy
- Safeguarding and Child Protection Policy (including Annex E)
- Complaints Policy
- Online Digital Safety Policy
- Drugs and Substance abuse Policy

# 1. Context

CLSG is an academic school, which seeks to provide an atmosphere in which every pupil is able to achieve their maximum potential. It is a school which seeks to support and to develop the whole person and which recognises that pupils will achieve their best academically if they are provided with the opportunity to take part in the widest possible range of activities, which contribute to the development of confidence and self-esteem. The school also recognises that pupils will only achieve their best in an orderly and purposeful atmosphere, where they feel known, safe, valued and respected.

The school can only achieve its educational objectives within an orderly framework, where clear boundaries of acceptable behaviour and mutual respect are established. The expected standard of behaviour is clearly laid out in the Parents' Handbook, which is also summarised in pupil planners.

The School seeks to reward and to encourage positive behaviour. To this end, a system of rewards and sanctions is in operation, as set out in the school's Behaviour Policy.

When necessary, sanctions are taken against pupils who fail to behave in an appropriate manner. This may relate to behaviour or conduct outside of school – see below.

For the purpose of this policy “working days” refers to weekdays (Monday to Friday) during term-time only, and does not include weekends, bank holidays and half term.

These sanctions are always intended to be proportionate and fair. They include but are not limited to:

- Loss of privileges – particularly in the 6th form.
- After school detention.
- Being put on “report” – report systems exist for pupils who are failing to make a sufficient effort, for those who are failing to produce homework regularly and for those who are frequently late or unpunctual.
- Suspension – this is normally reserved for serious misconduct or frequent and/or repeated failure to behave appropriately.

Expulsion is reserved for the most serious misconduct or serious examples of frequent and/or repeated failure to behave appropriately (this may include conduct outside of school). Removal is usually required in circumstances of serious misconduct or serious examples of frequent and/or repeated failure to behave appropriately, where in the view of the Headmistress expulsion would not be appropriate. Removal may also be required in circumstances where in the view of the Headmistress the pupil is unable to benefit sufficiently from the educational opportunities and/or the community life offered by the school. There may also be cases where the conduct of the parent/s is such that removal is deemed appropriate.

This document sets out the school's policy and procedures in relation to suspension, expulsion, and required removal. For information about other sanctions see the Behaviour Policy.

*Breaches of discipline outside of the school grounds:*

The school takes the conduct of its pupils outside of school grounds extremely seriously. This may include conduct that has taken place online outside of school time.

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 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.

## **2. Suspensions**

A suspension is a temporary sanction in response to a breach of the school rules.

There is no right of appeal to suspensions which are for period less than 11 working days.

Procedures for suspension are:

- The Headmistress (or in her absence a Deputy Head) will decide upon whether a pupil should be suspended.
- Before the decision is made, an appropriate investigation will be carried out by a different member of staff and the pupil concerned will have been questioned fairly and been able to have stated their own position and version of events.
- Parents will be told the reasons for the suspension, the period of suspension, what measures to support the pupil will be provided while they are suspended.
- Parents and pupil will be told of the expectations and conditions for the return to the school prior to the end of the suspension period.

### 3. Expulsions and Required Removals

#### ***Expulsion***

An expulsion is permanent and a sanction of last resort. A pupil may be expelled for a single act which constitutes a major violation of discipline (which may include conduct or behaviour that occurred outside of school), such as breach of the school rules on substance abuse, or for a criminal offence. Expulsions can be appealed via the Board of Governors – see process below.

A non-exhaustive list of the sorts of behaviour that could merit expulsion (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 race, religion/belief, disability, SENs (etc.) 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

- persistent disruptive behaviour or breaches of the school's Behaviour Policy or School Rules.

### ***Required Removal***

A required removal is a permanent step.

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 conduct or behaviour outside of School) which is unsatisfactory;
- Repeated infringements of school policies and/or poor behaviour over a period of time;
- Conduct or behaviour which in the reasonable opinion of the Headmistress evidences the pupil's inability to benefit sufficiently from the educational opportunity and/or the community life offered by the school;
- Where attendance is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Where progress is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or of 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.

Where removal is required by the Headmistress, parents may be given an opportunity to withdraw their child as an alternative to removal. This is at the sole discretion of the Headmistress. In circumstances where parents chose to withdraw their child from school, the parents waive any right to an appeal (as in such circumstances no disciplinary outcome is issued by the school).

### ***Removal in cases of parental conduct***

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 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 / 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***

Procedures for expulsion and removal are:

- Parents will be informed as soon as reasonably practicable in the event there is complaint, a concern or an allegation that could result in the pupil being expelled or removed.
- The Headmistress (or in her absence a Deputy Head) will be responsible for deciding upon whether a pupil should be expelled/removed in accordance with the procedure set out in this Policy.
- Before the decision is made, an appropriate investigation will be carried out either by the Headmistress or their nominee. Any findings of fact will be made on the balance of probabilities. Any investigation undertaken will provide a reasonable opportunity for the pupil concerned [or (in the event of possible removal on the basis of parental conduct) the parents] to state her own position and version of events. See further on investigations below.
- The school reserves the right to require the pupil to remain away from school as a neutral act during the process (including the investigatory stage and any review). Alternatively, the pupil may be placed under a segregated regime if they remain on school premises.
- Prior to any decision being taken by the Headmistress to expel or require removal, 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 conduct) the parents.
- Following the meeting, parents will be informed of the decision and the reasons in writing within 7 calendar days following the meeting, and given a copy of the Review Procedure.
- The Chair of Governors or the Deputy Chair in the Chair's absence will always be informed of any expulsions/removals.
- The appeal review will be conducted in accordance with the Expulsion/ Removal of Pupils – Review Procedure (Annex A).

See further details in the Terms and Conditions.

## **4. Investigations**

Complaints, concerns or allegations will be investigated, depending on the nature and level of the offence, by the Form Tutor, Head of Year, Head of Section, Deputy Head Pastoral and/or Senior Deputy Head as appropriate.

Investigations will normally involve an interview with the pupil concerned, as well as gathering evidence from other pupils and members of staff involved (if any) and/or collating any relevant documentary evidence (which may include electronic communications or CCTV footage, for example)

When interviewed by a senior member of staff, and where appropriate, the pupil will usually be accompanied by their Form Tutor or Head of Year.

## **5. Exclusion**

The term exclusion is reserved for cases of non-payment of fees and is not used in the context of school discipline.

## **6. Recording and monitoring**

Where the school imposes an expulsion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil's file.

Details of the expulsion, required removal or suspension will be recorded on the school's Sanctions Record.

## **7. Annexes**

Annex A – Expulsion/Required removal of Pupils – Review Procedure

# **ANNEX A**

## **Expulsion/removal of pupils – review procedure**

### **1. Important note**

These guidelines are non-contractual in nature. They have been prepared for the information and guidance of all who may become concerned in a review hearing following expulsion or the required removal of a pupil.

### **2. Request for review**

Parents/guardians seeking a review of a decision to exclude/remove a pupil from the School must notify the Clerk to the Governors of the City of London School, at Guildhall, London EC2P 2EJ of their request in writing within 7 working days after the parents/guardian were first notified of the decision to exclude/remove, or such longer period of time as the Clerk to the Governors may specify giving full reasons for the request for review.

### **3. Review panel**

A Review Panel comprising 3 members of the Board of Governors selected by the Clerk to the Board of Governors (one of whom will generally be the Deputy Chairman of the Board of Governors) will be convened as soon as practicable after the request has been received. The panel members will be individuals who have not been materially involved in the matter to date.

Parents/Guardians may ask the School for an independent person to be appointed to the Panel in place of the third Governor. This request must be made when making the request for a review. The decision to accommodate this request (and who the independent person will be) falls within the sole discretion of the Chair. The School will nominate an independent person of its own choosing who has not been materially involved in the matter to date.

### **4. Preparation for review hearing**

Parents/guardians will receive at least 7 working days written notice of the date, time and place of the meeting of the Review Panel. This may take place remotely.

At least 5 working days before the day of the review hearing the Headmistress and the parents/guardians shall provide to each other and to the Clerk to the Governors copies of any documents which are intended to be referred to. All the documents will be made available to the members of the Review Panel prior to the day of the review. The documents to be provided by the Headmistress will usually include the pupil's file and other relevant written pupil records.



The Clerk to the Board of Governors will take notes of the hearing. The notes will not be circulated afterwards. Any audio or visual recordings will not be permitted. The parents/guardians, the pupil, if aged 16 or over and in the event the decision relates to their behaviour/conduct and the Headmistress will have the chance of addressing the Review Panel either orally or by written statement. The parents/guardians/pupil may be accompanied by a friend or relation if desired, but not by a legal representative.

## **5. The review hearing**

The review procedure is intended to be informal by nature. However, one member of the Panel will act as Chair of the Panel and will conduct the hearing in such a manner as s/he thinks fit ensuring that all those present have the opportunity to ask questions and make comments.

All those who attend the review hearing are expected to show restraint, courtesy and good manners towards all those present, otherwise the Chair may, in his/her discretion adjourn or terminate the review hearing. If the hearing is terminated due to the conduct of the parents and/or pupil the original decision will stand.

Where two or more pupils have been acting in concert and some or all of them have been expelled, the Review Panel may deal with all reviews at the same time.

## **6. Matters which the review panel may consider**

After due consideration of the merits of the appeal and all the facts the panel considers relevant, the panel will make findings as to whether or not the decision taken by the Headmistress was a reasonable one and decide whether to: uphold the sanction or overturn the sanction and make recommendations.

## **7. The decision of the review panel**

Parents/guardians will be notified of the Review Panel's decision by the Chair of the Review Panel by letter within 5 working days or as soon as reasonably practicable. The decision of the Review Panel may be a majority decision. The decision of the Panel will be final and there is no further right of appeal.