

Norwich School

Suspension and Expulsion Policy

Purpose

The purpose of this policy is to make clear, to parents, pupils, Governors and other members of the school community, the circumstances in which a pupil might be excluded, temporarily or permanently, from the school for disciplinary offences.

This policy is to be read in conjunction with the school's Behaviour and Sanctions Policy.

Terminology

Suspension means that a pupil has been sent home for a limited period either as a disciplinary sanction or pending the outcome of an investigation or an appeal procedure.

Expulsion means that the pupil has been required to leave the school permanently on the basis that it has been proven on the balance of probabilities that the pupil has committed a number of disciplinary offences or one or more serious disciplinary offences or brought the reputation of the school into disrepute.

Overview

If there is sufficient evidence that a pupil has committed a number of disciplinary offences or one or more serious disciplinary offences, or brought the reputation of the school into disrepute, and allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school, in these circumstances the pupil may be required to leave the school site for a fixed period ("suspension") or permanently ("expulsion").

If a pupil is accused of a criminal offence but the offence took place outside of the school's jurisdiction, the Head Master will generally decide that it is in the interests of the pupil concerned and of the school community as a whole for that pupil to be educated off-site for a certain period, subject to review at regular intervals. The school reserves the right to investigate and to suspend the pupil if appropriate or to ask the parents to withdraw the pupil from the school. In the event that the pupil is found to have committed the offence, the school reserves the right to expel the pupil if appropriate, taking into account all the facts and circumstances of the case. Whilst the pupil will remain on the school role, the school will continue to communicate with parents about academic work and with regards to the child's welfare.

The decision to suspend a pupil

A decision to suspend a pupil will only be taken where there has been a serious breach or repeated breaches of the school's rules and policies and procedures, whether in academic matters, for poor behaviour, law breaking and/or bringing the school into disrepute.

A decision to suspend a pupil may be taken by the Head Master or Principal Deputy Head for Senior School pupils or the Master for Lower School pupils.

Penalty notice in cases of suspension

Pupils will usually be suspended for between one to five days, although there may be circumstances where external investigations led by other agencies require this to be longer. During this time and, where appropriate, the school will work with the family to ensure that academic work is set for the pupil.

However, during this time, the parents of the pupil in question must ensure that he or she is not present in a public place during normal school hours without reasonable justification. This requirement applies whether or not the pupil is in the company of a parent.

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The decision to expel a pupil

A decision to expel a pupil is a serious one, and will only be taken where the basic facts have been clearly established on the balance of probabilities.

The final decision to expel a pupil will be taken only by the Head Master.

Expulsion is usually a last resort when a pupil has rendered his or her membership of the school untenable as a result of grave or sustained breaches of the school's rules and policies and procedures, affecting the well-being of themselves or others, or seriously affecting the education of others.

There will, however, be exceptional circumstances where, in the Head Master's judgement, it is appropriate to expel a pupil for a first or 'one off' offence, including (but not limited to):

- serious actual or threatened violence against another pupil or a member of staff or a third party;
- sexual abuse or assault;
- supplying illegal drugs or possessing them with intent to supply them, distribute them, or encourage others to use them, whether on or off school premises, at any time when the school might be considered responsible for their actions;
- carrying an offensive weapon.

These instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the school community.

Procedure for suspending or expelling a pupil

Whenever a pupil is suspended or expelled, the parents will be notified immediately, by telephone or in a meeting. The decision to suspend or expel a pupil, together with broad reasons for the decision, will be confirmed to the parents in writing usually within two working days.

Oversight

The Head Master will report any expulsion to the Governing Body.

Appeals

Parents may appeal any decision by the Head Master to suspend a pupil for more than five days during term time (excluding holidays) or expel a pupil in accordance with the school's Appeals Procedure.