



REIGATE GRAMMAR SCHOOL VIETNAM

Exclusion Policy

Policy Author:	Senior Leadership Team
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Permanent Exclusion

In the most extreme circumstances the Head of School reserves the right to permanently exclude a pupil from the School with authority from the Chair. Although the pupil's best interests will be taken into consideration, the interests of the whole school community and the nature of the offence will be of particular significance.

In all matters it is intended that the judgement or decision by the Head of School with approval from the Chair is final and therefore whilst permanent exclusion might not inexorably follow the examples below, in every case it is a likely outcome. During an investigation a pupil may be suspended from School pending an outcome.

The Head of School will seek advice and guidance from other appropriate senior colleagues before making a final decision.

Examples of behaviour likely to result in permanent exclusion

Examples of behaviour that might, for a single instance, result in permanent exclusion include the following but this list is illustrative and other poor behaviour of a similar nature might also result in permanent exclusion.

1. Any behaviour likely to cause actual harm (physical, emotional, psychological or in any other way) or that might risk actual harm to the person behaving inappropriately or to any other person(s), whether a member of the RGSV school community or not.
2. Bullying (deemed severe by SLT) – including verbal, physical, peer-on-peer abuse and via the use of technology as examples.
3. Any behaviour reasonably likely to incite or motivate others to behave inappropriately.
4. Any sexual behaviour that the Head of School deems inappropriate for a school community or which, even beyond the school day, is inappropriate and or might bring the School into disrepute if it were to have been discovered.
5. Any sexist, racist, homophobic or otherwise inappropriate attitude related to intolerance or prejudice
6. Violence towards another person or property.
7. Damage to School or other property (deemed severe by SLT) – including graffiti or similar.
8. Damage to the School's standing or reputation. This would apply for behaviour likely to bring the School into disrepute even if in actual fact the damage to the School's reputation had been avoided by management of the incident or by a fortunate lack of discovery or because of some other reason.
9. Defiance or rudeness or otherwise inappropriate behaviour towards a teacher or other appropriate person in authority.
10. Defiance of school rules, including uniform rules, (deemed severe by SLT).
11. Theft or other dishonest behaviour.
12. Any involvement whatsoever with alcohol, smoking, vaping, drugs, other illegal substances or inappropriate substances such as solvents, medicines etc.
13. Any behaviour that the Head of School believes may undermine good work, learning, outcomes or the progress of pupil(s).
14. Any behaviour likely, in the opinion of the Head of School, to undermine a culture and ethos of good behaviour, respect for other pupils and teachers or good work and progress.
15. False allegations against staff.

It is important to emphasise that these are examples of serious poor behaviour that are likely to result in permanent exclusion for a single incident and are not intended as an exhaustive list. Clearly where more than one form of inappropriate behaviour is involved then the likelihood of permanent exclusion rises from likely to almost inevitable.

Threats

Behaviour that indicates an explicit or reasonably implied threat of the above might also result in permanent exclusion. For example, threatening violence or threatening to damage property will be treated as extremely inappropriate behaviour even if the threat is not carried out and is likely to lead to permanent exclusion.

Reckless behaviour or behaviour showing a lack of appropriate care or attention

Behaviour that is reckless or where, in the opinion of the Head of School, it might reasonably be likely to have resulted in harm or damage or any of the above (or similar offences) might also result in permanent exclusion. This is also the case where a lack of appropriate care or caution has caused one of the very poor behaviours above to have happened or to have been reasonably likely to happen, in the opinion of the Head of School. For example, behaviour that may well have resulted in someone being injured is likely to receive a sanction as if the harm had actually happened.

More than one pupil involved

Where more than one pupil is involved in an incident then the sanction may vary according to the extent to which they were culpable and/or the context of their previous School record.

In such circumstances, parents have a right of appeal to the school governors. A separate procedure covering the right of appeal is available from the Head of School's office.

Timing and location

This policy will apply to behaviour at any time the Head of School feels it is reasonable to conclude that the pupil might have been associated with the School in any way or where the behaviour is in any way linked to the School. This would include times when out of uniform and out of the school day in the holiday and at weekends, for example, but where the pupil might be identified as a member of Reigate Grammar School Vietnam. This policy certainly includes behaviour in social settings and on-line or in any way involving technology even if that activity takes place out of school hours and away from school.

Collusion and involvement of a number of pupils

Where a number of pupils may have been involved in unacceptable behaviour but where, through a lack of cooperation or other reason, it is not possible to identify individual levels of culpability then all involved will share culpability equally and sanctions may well therefore be shared, although previous School record may also be taken into account.

Honesty and cooperation

If a pupil does not cooperate fully with an investigation straight away and instead creates unnecessary anxiety, wastes the time of staff or others involved in investigations then permanent exclusion is likely to be the consequence. This applies to all forms of poor co-operation to include, for example, not volunteering information where in the opinion of the Head of School it was reasonably foreseeable that the information may have been needed.

Previous sanctions and consistency

Where a fixed term exclusion has already been applied to a pupil for any reason then it is not likely to be repeated on another instance. A pupil who has received a fixed term exclusion previously is likely to be permanently excluded if another serious behavioural incident occurs, whether the previous incident was internally applied or externally applied (i.e. whether the exclusion was a pupil being removed from lessons (internal) or whether it was parents being asked to keep a pupil at home).

There will be a number of pastoral or other reasons why sanctions may be applied differently for apparently similar offences. These include, for example, such matters as specific details surrounding the incident, pastoral issues, mitigation, extenuating circumstances, previous School record, the judgements of the educational leadership about the best step to balance the interests of the pupil with the interests of the school community.

Mitigation and extenuating circumstances

Mitigation and extenuating circumstances will always be taken into account when made known to the School by the parents and pupils as long as that information is received by the Head of School in time to be taken into account for the final decision. The mere fact that there are extenuating or mitigating circumstances would not in itself make a decision of permanent exclusion unreasonable.

Asked to leave

Repeated poor work or uniform infringements, a refusal to complete homework, persistent absence or lateness from school or (in the opinion of the Head of School) behaviour which suggests a pupil is not supportive of the school rules, expectations and ethos, are examples of occasions on which the Head of School might require the withdrawal of a pupil. Fee reimbursement will only be at the discretion of the School Board.

In this situation it is intended that the Head of School's decision should be final.

Complaints

A formal complaint about any matter of School policy or administration not involving a decision to expel or remove a pupil must be made in accordance with the School's published complaints & grievances policy and procedure, a copy of which is available on request. Every reasonable complaint shall receive fair and proper consideration and a timely response.

This policy should be read in conjunction with the School's terms & conditions and all other School policies and procedures, in particular:

- Behaviour/Wellbeing Policy
- Admissions Policy
- Safeguarding & Child Protection Policy