

WOLVERHAMPTON GRAMMAR SCHOOL

PUPIL EXCLUSION AND REVIEW POLICY

Introduction

This policy explains the circumstances in which a pupil may be suspended, excluded or required to leave the School; and the procedure for a review of a decision by the Head to exclude a pupil, require a pupil to leave permanently, or impose a qualifying suspension.

This policy applies to all pupils at Wolverhampton Grammar School. It does not apply where a pupil leaves the School because of ill health, non-payment of fees, or withdrawal by parents.

This policy should be read alongside the School's:

- Behaviour Policy;
- Safeguarding and Child Protection Policy;
- Anti-Bullying Policy;
- Online Safety Policy;
- Drugs, Alcohol and Substance Misuse Policy;
- SEND Policy;
- Complaints Procedure; and
- Terms and Conditions.

Definitions

Parent includes one or both parents, a legal guardian or education guardian.

Suspension is a temporary exclusion from the School for a specified period. A suspension may be imposed as a disciplinary sanction or as a neutral measure while an investigation is conducted.

Exclusion means the permanent exclusion of a pupil from the School following a serious disciplinary matter. Exclusion is reserved for the most serious breaches of School expectations, or where persistent misconduct has not responded to previous interventions and sanctions.

Required Removal means the requirement for a pupil to leave the School permanently where, in the reasonable opinion of the Head, continued attendance is no longer appropriate and removal is in the best interests of the pupil, the School or the wider School community.

Equality, SEND and Reasonable Adjustments

The School is committed to ensuring that all pupils are treated fairly and consistently.

When considering disciplinary action, suspension, exclusion or required removal, the School will take account of its duties under the Equality Act 2010 and any relevant special educational needs, disabilities, medical conditions or protected characteristics.

The School will:

- consider whether behaviour may be linked to a pupil's SEND or disability;
- consider reasonable adjustments where appropriate;
- consider any Education, Health and Care Plan;

- allow pupils and parents the opportunity to explain relevant circumstances; and
- ensure that relevant SEND and welfare information is taken into account before a decision is reached.

The School recognises that having SEND does not prevent behavioural expectations being applied but may require additional consideration and support.

Conduct That May Lead to Exclusion

Exclusion is reserved for serious misconduct or repeated misconduct where previous interventions have not been effective.

Examples include, but are not limited to:

- physical assault against pupils or adults;
- behaviour which places the safety of others at risk;
- verbal abuse or threatening behaviour;
- serious bullying, including cyber-bullying;
- discriminatory behaviour;
- fighting;
- criminal offences;
- sexual harassment or sexual violence;
- non-consensual sharing of nude or semi-nude images;
- creation, possession or distribution of indecent images, including AI-generated content;
- drug or alcohol misuse, possession or supply;
- theft or serious dishonesty;
- vandalism or malicious damage;
- computer misuse or hacking;
- possession of weapons or prohibited items;
- serious breaches of safeguarding expectations;
- academic malpractice, including improper use of artificial intelligence in assessed work;
- conduct likely to bring the School into disrepute; and
- persistent breaches of the Behaviour Policy.

This applies to behaviour occurring on School premises, during School activities, on educational visits, online, whilst travelling to and from School, or outside School where the conduct affects the welfare of members of the School community or the reputation of the School.

Circumstances That May Lead to Required Removal

A pupil may be required to leave the School where:

- conduct or behaviour is persistently unsatisfactory;
- attendance is persistently unsatisfactory;
- academic progress is persistently unsatisfactory;
- the School cannot reasonably meet the pupil's needs;
- the School cannot reasonably provide the nature or level of support required;
- removal is considered to be in the best interests of the pupil, other pupils or staff; or
- there has been unreasonable parental conduct.

All relevant circumstances will be considered before any such decision is taken.

Unreasonable Parental Conduct

The School values positive and respectful relationships with parents.

In exceptional circumstances, the School may require the removal of a pupil where parental behaviour has caused a serious or irretrievable breakdown in the relationship between home and School.

Examples include:

- making malicious allegations against staff;
- discriminatory, bullying or harassing behaviour;
- threatening, abusive or intimidating conduct;
- persistent unreasonable or excessive communications;
- behaviour adversely affecting staff wellbeing;
- conduct likely to bring the School into disrepute;
- behaviour adversely affecting the welfare of members of the School community; or
- serious or persistent breach of the Terms and Conditions.

The School may also impose proportionate measures short of required removal, including limitations on communication routes or attendance at School events.

Investigations

Before making a decision to suspend, exclude or require the removal of a pupil, the Head will normally ensure that appropriate enquiries and investigations have been undertaken.

Findings of fact will be made on the civil standard of proof, namely the balance of probabilities.

The nature and scope of any investigation will depend upon the circumstances.

Where appropriate, parents and pupils will be given a reasonable opportunity to:

- understand the concerns;
- review relevant information;
- respond to allegations;
- provide their own account; and
- submit information they wish the School to consider.

The School may require a pupil to remain away from School as a neutral measure during an investigation if this is necessary:

- to preserve the integrity of the investigation;
- to protect the welfare of any pupil or member of staff; or
- to comply with the advice of statutory agencies.

Safeguarding

The welfare of children is paramount. Where disciplinary matters involve safeguarding concerns, including:

- sexual harassment;

- sexual violence;
- online abuse;
- exploitation;
- serious violence;
- drugs;
- weapons; or
- other child protection concerns,

the School will act in accordance with its Safeguarding and Child Protection Policy and may consult or refer matters to Children's Social Care, the Police or other appropriate agencies.

The School reserves the right to pause internal procedures where external investigations are ongoing and such action is considered appropriate.

Applying for a Review

A pupil's parents may request a review by the Directors of the Head's decision to exclude or require the removal of a pupil.

A review may also be requested where a suspension:

- exceeds 10 school days; or
- would prevent a pupil from sitting a public examination.

The request for review must be made to the Company Secretary within seven days of the Head's decision being communicated to the parents, unless a longer period is agreed by the School.

The request must set out:

- the grounds for review; and
- the outcome sought.

A mere disagreement with the Head's decision will not normally of itself constitute sufficient grounds for review.

The Review Panel

The Review Panel will consist of three individuals appointed by the Company Secretary who have had no prior involvement in the matter.

At least one member will ordinarily be independent of the management and running of the School unless exceptional circumstances make this impracticable.

Parents will be informed of the identity of panel members in advance and may raise any reasonable objection for consideration by the Chair of Directors.

The Review Hearing

The review hearing will normally:

- take place at the School;
- be held within 21 days of notification of the Head's decision;
- be conducted privately; and
- not normally take place during School holidays.

Parents may be accompanied by a friend or relative.

Any legally qualified companion must be notified to the Company Secretary at least seven clear days beforehand. The hearing is not legal proceedings and any companion attends in a supportive capacity rather than as an advocate.

The School and parents must submit any documentation at least seven days before the hearing. A hearing bundle will be circulated at least five days before the hearing.

Conduct of the Hearing

The hearing will be conducted in a fair, informal and non-adversarial manner.

The Chair of the Panel will ensure that:

- all parties have a reasonable opportunity to present their case;
- questions may be asked respectfully;
- sufficient time is provided for representations; and
- principles of natural justice are observed.

All attendees are expected to behave courteously and respectfully.

Powers of the Review Panel

The Panel's role is to consider all relevant representations and determine whether:

- the Head's decision should be upheld;
- the decision should be referred back to the Head for reconsideration together with recommendations; or
- exceptionally, the decision was materially flawed and should not stand.

In reaching its conclusions, the Panel may consider:

- procedural fairness;
- the evidence available at the time;
- the balance of probabilities;
- proportionality of the sanction;
- safeguarding implications;
- SEND and Equality Act considerations;
- welfare considerations;
- the interests of the wider School community; and
- whether the School acted reasonably in all the circumstances.

Decision

The Panel's decision, together with reasons, will normally be sent to the parents and the Head within three working days of the hearing. The Head will consider any recommendations and respond where appropriate. Subject to any recommendation for reconsideration, the Head's decision shall be final.

Confidentiality

A review hearing is a private process. All participants are expected to maintain confidentiality except where disclosure is required by law or is necessary in connection with legal proceedings.

Records and Data Protection

The School will maintain appropriate records relating to suspensions, exclusions, required removals and review proceedings.

Records may include:

- investigation materials;
- witness statements;
- correspondence;
- hearing documentation;
- review outcomes; and
- safeguarding records where relevant.

The School will process personal data in accordance with its Privacy Notice and applicable data protection legislation. Records will normally be retained for at least six years after the pupil leaves the School.

DLP
August 2026

Next Review:
August 2027