



The Oratory School (OS)

Exclusions Policy

Policy Owner:	Head Master
Type of Policy:	Regulatory
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Linked policies	<ul style="list-style-type: none">• Drugs Policy – Alcohol?• Smoking Policy• Safeguarding Policy• Physical Intervention and Restraint Policy• Searching Pupils and their Possessions Policy• Self-Harm Policy• RSE Policy

1. Underlying Principles

- 1.1 The Oratory School is a caring school community committed to equal opportunity for all. It is felt that exclusions of pupils from the school, whether permanent, or as suspensions, are damaging to the school community. Consequently, a pupil will only be excluded or suspended when other strategies and sanctions have not been effective over time, or when there has been a single, clear and serious breach of discipline, or if allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or other pupils in the school, in the short or long term
- 1.2 The school follows the regulations concerning exclusions set out by the Independent Schools Inspectorate.

2. Objectives

- 2.1 This policy has been compiled to provide all staff, pupils and parents with a transparent framework of the procedures used when dealing with a situation in which a pupil will, or may, be excluded.

3. Guidelines

- 3.1 A pupil may be excluded if:
 - a. the pupil has committed a serious disciplinary offence
 - b. the pupil is accused of a serious criminal offence
 - c. for medical reasons, the pupil's presence in the school represents a serious risk to the health and safety of pupils and staff
 - d. the pupil has ignored repeated warnings and minor punishments for repeated more minor offences.

4. The Procedure

4.1 Circumstances

The temporary or permanent exclusion of a pupil is an extreme sanction and is only administered by the Head Master, or in his absence a designated senior colleague (eg: the Second Master) or the Bursar (in cases of exclusion for non-payment of fees).

4.2 Investigation and decision

- i. A pupil may be suspended pending an investigation, as a neutral act, if there is a possibility that the welfare of other pupils may be

compromised by their remaining in the school. Except in the case of a neutral suspension, a thorough investigation will precede an exclusion or a suspension.

- ii. All evidence will be very carefully assessed and collated. Records will be kept of all exclusion and suspension proceedings. In addition, a pupil will always be allowed and encouraged to give his/her account of events.

4.3 Communication

- i. In the event of an exclusion or suspension, the relevant pupil's parents will always be informed immediately, first by telephone, and then by letter, if a face to face meeting is not possible.
- ii. All exclusion and suspension details should be kept as confidential as possible. The Chair of Governors will always be informed and involved with any procedures which does, or may, result in a suspension of more than five days, or an exclusion.
- iii. The Head Master may arrange an interview with the parents of a suspended pupil when the pupil is to return to school.
- iii. Any pupil who is permanently excluded will not be removed from the school register until the appeal process has been completed.

5. Parameters

- 5.1 This policy applies to all pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School, and also when boarders are in the company of day pupils at, or away from School premises, or outside School hours.

6. Support

- 6.1 The school will seek, as far as is possible and practical, to support a pupil who has been suspended from school with the setting of work. In the case of an exclusion, the school will seek to support the pupil, and family, as far as is possible and practical with transfer arrangements to a new school, and with reconciliation, if necessary.