



## WESGREEN PUPIL EXCLUSION POLICY

Policy Title:	Pupil Exclusion Policy
Policy Number:	W156
Version:	1.0
Effective Date:	February 2021
Scheduled Review Date:	October 2022
Supersedes:	1.0
Approved By:	SLT

### 1. Purpose

The purpose of the policy is to provide a consistent basis for decision making and procedures governing the permanent exclusion of pupils.

This policy aims to:

- support the school's Learner Code of Conduct;
- ensure procedural consistency;
- promote cooperation between the school and parents when it is necessary for a pupil to leave the school permanently.

### 2. Scope

This policy explains the circumstances under which a pupil may be permanently excluded from the school. The policy applies to all pupils at the school, but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his/her parents.

### 3. Definitions

**Serious misconduct** The main categories of serious misconduct are:

- persistent attitudes or behaviour that are inconsistent with the school's Learner Code of Conduct;
- physical violence, intimidation, racism and persistent bullying, including cyber bullying (refer to the Anti-bullying Policy);
- possession or use of a weapon, including knives;
- theft, blackmail;
- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco;
- misconduct of an intimate nature; possession or sharing of indecent images;
- vandalism;
- computer hacking;
- other serious misconduct towards a member of the school community or which brings the school into disrepute (single or repeated episodes) on or off school premises.



# Wesgreen International School

Inspiring excellence, empowering  
global minds

**'Parent'** includes one or both of the parents or a legal guardian.

**Permanent exclusion** means that the pupil is required to leave the school and to not return. The pupil's school place is withdrawn.

## 4. Policy statement

A pupil will not be permanently excluded from the school without due process (refer to the Pupil Permanent Exclusion Procedure). Circumstances under which the school will investigate a pupil's serious misconduct, with the possible outcome of permanent exclusion, are those defined above.

An incident which could lead to a pupil being permanently excluded will be investigated thoroughly and fairly, and will be documented.

Parents will be fully informed of an investigation into serious misconduct and of decisions made as a result of the investigation.

In the case of serious misconduct, the Principal will listen to recommendations from Senior Leadership in Primary / Secondary. However, final decisions rest with the Principal.

The Principal will:

- consider the information presented, including the pupil's behaviour record;
- consult with Senior Leaders to decide what action should be taken, e.g. internal or external suspension; permanent exclusion;
- meet with the pupil;
- meet with parents of the pupil;
- write to the parents with details of permanent exclusion, should that be the decision taken (see below);
- Inform the cluster lead and key personnel at GEMS corporate office
- inform the Governors about cases of permanent exclusion.
- advise the Finance Department and the Data Manager via email of the names of pupils to be permanently excluded.

In cases of persistent attitudes or behaviour that are inconsistent with the school's expectations, representation must be made to SPEA for the permanent exclusion of the pupil in the form of a letter written in English and translated into Arabic. The pupil's record of behaviour and the school's related actions must also be made available.

Parents will be informed verbally and via email when their child is involved in serious misconduct or persistent misbehaviour.

A decision to permanently exclude a pupil will be communicated in a letter to the pupil's parents, detailing the basis of the decision, and explaining the following points about permanent exclusion.

Financial	Fees already paid are not returned or credited.
-----------	---



School records	The record on Phoenix will show that the pupil was permanently excluded on a specific date.
Status as leaver	The pupil's name will be excluded from the list of leavers in that year, if in Year 12 or 13.
Course and project work	Immediate steps will be taken to identify and collect up the pupil's work to be returned to the parents.
Examinations	The decision about whether the pupil will be entitled to return to school premises to sit examinations will be communicated to parents.
Alternative placement	The school will not offer assistance in finding an alternative placement for the pupil.
Alumni	The pupil will not be eligible for entry into information concerning school alumni.
Leavers' Privileges	The pupil will not be entitled to any of the privileges of a leaver such as attendance at Graduation events.
Re-entering school premises	The pupil will not at any time in the future be entitled to re-enter school premises without the prior written consent of the Principal.

## 5. Roles and responsibilities

GEMS copoarte are to:	<ul style="list-style-type: none"> <li>• Provide advice or access to specialist advice as required.</li> </ul>
Principals are to:	<ul style="list-style-type: none"> <li>• Make final decisions about permanent exclusion or other courses of disciplinary action.</li> <li>• Inform the Governors about cases of permanent exclusion.</li> <li>• Advise the Finance Department and the Data Manager via email of the names of pupils to be permanently excluded.</li> <li>• Write a letter to the parents about the permanent exclusion, detailing the circumstances and basis of the decision and providing information about the leaving status of the pupil, as detailed above.</li> </ul>
Senior Leaders are to:	<ul style="list-style-type: none"> <li>• Investigate incidences of serious misconduct.</li> <li>• Ensure that written accounts are kept and that pupil records are updated.</li> <li>• Inform the Head of School/ VP / the Principal.</li> </ul>
Teachers and other staff are to:	<ul style="list-style-type: none"> <li>• Report incidences of serious misconduct to Senior Leaders.</li> <li>• Provide relevant information about pupils.</li> </ul>

## 6. Related documents

Behaviour for Learning Policy  
Behaviour for Learning Procedure  
Anti-Bullying Policy