



WESGREEN PUPIL EXCLUSION PROCEDURE

Policy Title:	Pupil Exclusion Procedure
Policy Number:	W151
Version:	1.0
Effective Date:	February 2021
Scheduled Review Date:	October 2022
Supersedes:	1.0
Approved By:	SLT

Practice and procedures

The following procedures should guide the action of academic staff in the event of serious misconduct by pupils. Steps are found under the headings:

- Immediate considerations and actions
- Investigation
- Reaching and notifying the decision

Immediate considerations and actions

The Head of School is to be informed of a complaint or rumour about serious misconduct by a pupil or pupils. The Head of School will advise the Principal.

Pupil health and wellbeing	If there is any harm, physical or emotional, to a pupil then this must be attended to through the involvement of appropriate staff, e.g. the school Nurse, Progress Leaders or Key Stage Leaders. Inform the pupil's parents.
Safety	In the event of damage to school property that will affect the safety of individuals, inform the appropriate member of staff, e.g. the Head of Corporate Services, the Facilities Coordinator.
The incident	Consider the nature of the complaint; those who will have to be interviewed; whether it involves members of staff; whether there may be circumstances of intimidation.
Interview planning	Who is to be interviewed? Which senior members of staff should be present at interviews? Which senior members of staff will take notes?



	Who has special knowledge about the pupil? e.g. the Form Tutor, Class Teacher. Have pupil witness statement forms available.
CCTV	Is CCTV footage available? Request it from the IT Network Administrator.
School vulnerability	Is it a case in which there is likelihood of press/media interest? Is this incident likely to become a focus of social media locally or beyond? What response would be given and by whom? Is specialist advice needed at this stage, e.g. from Governors?
Segregation of the pupil	A point will be reached at which the pupil against whom a complaint has been made should be segregated in an area where s/he is supervised. An alternative, where practicable and depending on the length of the investigation, is to send the pupil home. This is a form of suspension. The pupil and his / her parents must be told the reason for segregation or being sent home.
Discipline record	Check pupil's behaviour record on iSAMS and the pupil's paper file.

Investigation

Investigation of an incident of, or rumour about, serious misconduct will be co-ordinated by a member of the Senior Leadership Team for Primary / Secondary in conjunction with other appropriate academic staff.

Pupil witnesses:

- Pupil witnesses should write, date and sign their accounts of an incident. If too young, a pupil's account should be written down by a teacher.
- Hearsay should be further investigated, for example, 'X told me that Y had heard from Z that ...'
This type of statement should be followed up with the other pupils involved.

Searches: In the event that a search of a pupil's locker and belongings is conducted, the pupil should be asked to turn out the contents of pockets or a bag, and to provide access to his/her locker.

If substantiated, information about the incident should be placed into the pupil's file. The pupil's record on Phoenix must be updated.

The Head of School should be kept informed, if not involved him/herself.

If the incident is substantiated, then the Head of School should contact the pupil's parents to (as appropriate):

- notify them of the serious misconduct;
- arrange for them to collect their child from school;
- arrange a meeting with the Head of School / Principal.



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The Head of School/ VP / Principal will be presented with information about the incident.

Reaching and notifying the decision

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 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.

Letter to the pupil's parents

A letter will be written to the parents confirming that the pupil has been permanently excluded, 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.