

The Richard Pate School



Discipline, Exclusions and Required Removal Policy

September 2026

1. Policy Statement

This policy should be read in conjunction with the School's Behaviour Management Policy, Anti-Bullying Policy, School Rules, Safeguarding and Child Protection Policy, E-Safety Policy, Complaints Procedure, Rules for Children, Parent Contract and Parent Code of Conduct.

This policy is available on the School's website and also on request from the School office.

At the Richard Pate School we encourage the establishment of good teacher/pupil relationships and support for the School's values through a system of rewards and sanctions.

Infringements of school rules and disciplinary matters generally will be dealt with on a day to day basis by the Head and staff of the school as outlined in the School's Behaviour Management Policy. This includes conduct outside of School grounds.

The School will in almost all cases report to the police any activity which it believes may amount to a criminal activity which takes place either within the School grounds or outside of its grounds. Suspected drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the School believes a pupil may have taken drugs then the School will seek immediate medical advice and may involve the police.

In line with our Safeguarding and Child Protection Policy, alleged sexual offences (including those committed online) will be reported to the police without undue delay. Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

In the case, of serious misconduct, the Head has the right to suspend or exclude a pupil. The following procedure will be followed in cases of serious misconduct. The objective is to deal appropriately with the case in question but also to afford to the pupil his or her rights in natural justice. No unacceptable, excessive or idiosyncratic punishments are used including any punishments intended to cause pain, anxiety or humiliation.

The school does not use corporal punishment.

2. Circumstances Leading to Suspension or Exclusion

Breaches of School Rules by pupils which merit exclusion:

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment. Serious incidents or persistent poor behaviour which has not improved following in-School sanctions and interventions could result in permanent exclusion of a pupil.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside School and, where applicable, online) includes the following:

- Physical assault against pupils or adults
- Behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- Verbal abuse/threatening behaviour against pupils or adults
- bullying, including (cyber-bullying) in accordance with the School's Anti-Bullying Policy;
- committing a criminal offence;
- fighting;
- abuse on the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination;
- sexual harassment or misconduct, including non-consensual sharing of nudes or semi-nude images and/or videos or the generation and/or sharing of explicit images of others (for example using AI);
- engaging in inappropriate sexual activity during School activities and/or while on School property;
- drug and alcohol misuse (including supply/possession/use);
- damage to property;
- vandalism or computer hacking;
- theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- wilful damage to property;
- bringing illegal, inappropriate or dangerous items into School, such as drugs, weapons, firearms, pornographic material etc;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- Serious academic malpractice, for example, the improper use of AI generated material in externally examined coursework;
- misconduct which brings or is likely to bring the School into disrepute; and
- persistent disruptive behaviour or breaches of the School's Behaviour Management Policy or School Rules.

The School reserves the right to impose sanctions for conduct or behaviour which falls short of exclusion, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

Circumstances which may merit required removal

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of School including, where applicable, online) includes the following:

- Conduct or behaviour (including conduct or behaviour outside of School) which is unsatisfactory;
- Where attendance is unsatisfactory;
- Where progress is unsatisfactory;
- Circumstances where the School is unable to meet the pupil's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required;
- Where, in the reasonable opinion of the Head, the required removal is in the School's best interests (including our staff) and/or those of the pupil and/or of other children.

The School reserves the right to impose sanctions for conduct or behaviour which falls short of required removal, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

Unreasonable parental conduct which may merit required removal

As set out in the School's Parent Contract, the School may also require the removal of a pupil in circumstances where the Head considers in their discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's and/or other children's progress at the School, and/or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute (among the School community or the general public); and/or is not in accordance with their obligations under the Parent Contract. A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct is set out in the Parent Code of Conduct and includes the following:

- treating the School or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the School;
- discriminatory, bullying or harassing conduct or behaviour towards staff (including sexual harassment);
- communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community; and
- breaching the Parent Contract.

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School / School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).

Serial or persistent issues

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of more minor misdemeanours (whether that be pupil or parental related) and/or repeated short-term absence in the case of the pupil (as well as long term absence).

Special educational needs

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing pupils with special education needs and disabilities (SEND) or a particular vulnerability or particular disadvantage compared to other pupils, in accordance with the School's obligations under the Equality Act 2010.

Where there is misbehaviour by a pupil with SEND, the School will consider whether a pupil's SEND has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the pupil, and the appropriate sanction to be applied. It does not follow that every incident of misbehaviour will be connected to a pupil's SEND. For further information on this please see the School's Behaviour Management Policy.

Contextual safeguarding

The School will consider whether any misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, harm. Where this may be the case, school staff will follow the School's Safeguarding Policy and consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

If the Head decides that the child must leave the School, he will consult with the parents before deciding on the child's leaving status (see below).

3. Procedure

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern, allegation or circumstance that could result in the pupil being excluded or removed.

Although the School will endeavour to process investigations and disciplinary steps as swiftly as reasonably practicable, there may be factors which require the School to

pause or delay their internal processes (for instance if while the Police progress and conclude their enquiries).

The Head for their part undertakes to make decisions in respect of exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Head or their nominee). Any findings of fact will be made on the basis of the balance of probabilities. The nature and level of investigation carried out by the School will depend on the circumstances of the case. Parents will be provided (to the extent appropriate) with the information / evidence collated which is relevant to the allegation, concern or circumstance (which could result in the pupil's exclusion or removal) and on which the School proposes to consider when reaching its decision.

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure, this may be, for example, to protect the integrity of any investigation or to support the welfare of the pupil themselves and/or other members of the School community or in compliance with direction from statutory agencies. Alternatively, depending on the circumstances of the case, the pupil may be placed under a segregated regime if they remain on School premises.

Decision to exclude / require removal

Prior to any decision being taken by the Head to exclude or require the removal of the pupil, the Head will meet with the pupil and their parents or (in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour, issues in respect of progress or attendance or the School's ability to meet need) the parents.

In circumstances where the School believes removal may be warranted because the School is unable to meet the pupil's needs, reasonably accommodate adjustments or reasonably provide the level or nature of support required [or where there are progress and/or attendance issues], the School will collate relevant information and evidence (including where available and appropriate any external or expert evidence or assessments), share and discuss these with the parents and provide the parent with a reasonable opportunity to share their views.

If the Head considers that further investigation/information is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil / their parents.

Following the conclusion of the meeting the Head will reach their decision having taken all the relevant circumstances into account. The Head will communicate their decision in writing within five working days from the meeting.

Decisions to exclude or require removal will take effect immediately.

Appeals against exclusion / required removal

The School will always offer the right of appeal to any pupil excluded or required to be removed from the School. Any appeal against exclusion will be dealt with under Stage 3 of the School's Complaints Procedure, and should be made in writing to the Head within five working days of the pupil's exclusion / required removal. For clarity, the pupil will remain excluded or removed from the School pending the outcome of the appeal. The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

Recording and monitoring

Where the School imposes exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil's file. In cases where the decision to require removal was not due to the pupil's behaviour or conduct, e.g. because of the School's inability to meet need or unreasonable parental conduct, this will be clearly noted.

Details of the exclusion, required removal or suspension will be recorded on the School's Sanctions Record.

4. Review

Reviewed annually (see top of policy for last date of review)