Exclusion Policy

September 2025

ST CHRISTOPHER'S
HAMPSTEAD

EXCLUSION POLICY

Policy to be reviewed biennially			
Action	**Owner**	**Date**	**Completed**
Reviewed	Head (Mark Maddocks)	September 2025	✓
Approved	Education Committee	October 2025	
Approved	Board of Governors	November 2025	

Date of next review: September 2027

To be published on	
School network	✓
School website	✓

This policy applies equally to the Early Years Foundation Stage setting, KS1 and KS2 as taught at St Christopher's School.

Accessibility notice
To enable easier reading, this Policy is available in a larger font upon request

1. Introduction

1.1. Scope: This policy sets out the circumstances and process under which a pupil may be temporarily or permanently excluded, or where their removal may be required, from St Christopher's School ('the School') for misconduct or other reasons.

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

1.3. This policy should be read in conjunction with the School's Anti-bullying Policy, Behaviour Policy, Online Safety Policy, Child Protection and Safeguarding Policy and Pupil Searches and Confiscation Policy.

1.4. The School encourages the establishment of good teacher / pupil relationships and support for the School's values through a system of rewards and sanctions which are designed to promote a calm and disciplined learning environment. This system of rewards and sanctions is set out in the Behaviour Policy.

2. Interpretation

2.1. **Parent**: means anyone with parental responsibility for the child.

2.2. **Internal exclusion**: means an exclusion for a specified period of time from lessons/playtime, or missing special events, and being supervised by a member of staff in a designated area. The School will notify parents before it carries out an internal exclusion.

2.3. **Temporary exclusion (or Suspension)**: means an exclusion of a pupil from the School for an agreed fixed period ranging from half a day to five days. If the temporary exclusion is for a period of more than a day, the School will make every effort to put in place arrangements to ensure the continuing education of the pupil. The School asks parents or guardians to respect that there may be a delay in providing work while teaching staff are given the opportunity to determine what work should be set.

2.4. **Required removal**: means that a pupil is required by the School to leave the School. Whilst this may be for matters relating to conduct or behaviour, there are other circumstances set out in this policy which may merit removal.

2.5. **Permanent exclusion**: means expulsion from the School following serious misconduct and the Local Authority will be made aware.

2.6. **Working days**: means weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

3. Aims

3.1. The aims of this policy are:

- to support the School's Behaviour Policy
- to ensure procedural fairness; and
- to promote co-operation between the School and parents in behavioural matters.

4. Sanctions for breaches of discipline that do not merit permanent exclusion or required removal

4.1. It is hoped that pupils will respond to the School's positive encouragement and rewards, and will comply with the School's rules at all times. However, the School acknowledges that from time to time pupils' conduct may fall below the standards of behaviour reasonably expected by the School.

4.2. The Form or Subject Teacher is responsible in the first instance for dealing with minor infringements - academic or disciplinary - such as lateness, casual rudeness, disruption in class, and late or poorly completed work.

4.3. Minor infringements, in themselves, will not be grave enough to require action under this Exclusion Policy. Full details on the School's procedure for dealing with minor infringements can be found in the Behaviour Policy.

4.4. The Behaviour Policy also sets out examples of the kind of behaviour that will be treated as more serious misdemeanours that nevertheless fall short of meriting permanent exclusion or required removal. The Behaviour Policy explains the process that the School will follow in such instances.

4.5. The Head may issue a temporary exclusion to a pupil for very serious indiscipline, or less serious offences, where repeated punishment has proved ineffective. Prior to issuing a temporary exclusion, the Head or their nominee, will carry out such investigative action as is relevant in the circumstances.

5. Breaches of discipline by pupils which merit permanent exclusion

5.1. The main categories of the sorts of behaviour which may result in permanent exclusion include but are not limited to:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco
- physical violence/assault against pupils or adults
- verbal abuse/threatening behaviour or intimidation against pupils or adults
- severe or persistent bullying or cyber-bullying (as defined in the School's Anti-Bullying Policy; see also the Child Protection and Safeguarding Policy);
- abuse on grounds of race, religion/belief, disability, SENs, gender (or any of the protected characteristics under the 2010 Equality Act) or any form of unlawful discrimination
- misconduct of a sexual nature including sexual harassment and the non-consensual sharing of nudes or semi-nude images and/or videos
- supply or possession in school of pornography
- theft, blackmail, or the unauthorised possession of any property belonging to the School, another pupil, or a member of staff
- possession or use of unauthorised firearms or other weapons

- vandalism or computer hacking, damage to property
- malicious allegations against staff or other pupils
- other serious misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises
- behaviour which puts the safety of the pupil, or any other person, in jeopardy
- committing a criminal offence
- fighting
- wilful damage to property; or
- repeated disruptive behaviour, repeated minor misdemeanours or repeated breaches of the School's Behaviour Policy.

6. Circumstances which may merit required removal

6.1. A non-exhaustive list of the sort of circumstances that could merit required removal (including behaviour or conduct outside of School) includes the following:

6.1.1. conduct or behaviour (including conduct or behaviour outside of School) which is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests, and/or those of the pupil in question and/or other children

6.1.2. where attendance is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or other children

6.1.3. where progress is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or other children

6.1.4. 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; or

6.1.5. circumstances where aggressive, intimidating and/or abusive conduct on behalf a parent towards a member of staff requires the removal of their child.

6.2. As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where the Head considers in her 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 or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; 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 of unacceptable parental behaviour or conduct includes the following:

- treating the School or a member of staff unreasonably
- making a malicious allegation about a member of staff or the School
- 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 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 School's Terms and Conditions (Parent Contract) or bringing the School into disrepute by things said or done.

6.3. 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).

6.4. Please note that required removal may also be imposed by the School 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).

7. Recording and monitoring

7.1. Events leading to temporary exclusion, permanent exclusion or required removal will be formally recorded and a copy of the written report on the investigation will be placed on the pupil's file.

8. Managing behaviour on a case-by-case basis

8.1. There is no machinery for going up 'levels of exclusion'. It may be that a child is given one or more internal exclusions. They will not automatically go from an internal exclusion 'up a level' to temporary external exclusion. Alternatively, it may be that a child's conduct requires temporary or permanent exclusion. Each case will be dealt with objectively, and a decision taken on the evidence.

8.2. The School will make reasonable adjustments for managing behaviour and any issues which are related to a pupil's special educational need or disability. Where exclusion or required removal needs to be considered, the School will ensure that a pupil with a disability or special educational needs is able to have their case presented fully where their disability or special educational needs might hinder this. Any religious or cultural requirements affecting the pupil will also be considered.

9. Reporting exclusions or a required removal to other schools

9.1. Where a pupil's parents apply for a pupil to be admitted to another school, the School has a duty of openness to those other schools when writing references or reporting in other ways to them about St Christopher's pupils. This is how we will report incidents of exclusion to them:

- internal exclusions will not be reported

- in cases of temporary exclusion, required removal or permanent exclusion, we will notify the other school when providing a reference or for other safeguarding purposes.

10. Breaches of discipline outside School

10.1. The School takes the conduct of its pupils outside School extremely seriously. A pupil's misbehaviour outside school can be damaging to the reputation of both the pupil and the School. Where an incident is reported to the School of a pupil/s' poor behaviour outside school and the incident has not been witnessed by School staff, the School will take an evidence-based approach and talk to witnesses before identifying further action and any sanctions required for such behaviour. This may apply to online behaviour which takes place outside School (see the School's powers to intervene in the Online Safety Policy).

11. Criminal activity and sexual offences

11.1. The School will usually report to the police any activity which it believes may amount to a criminal activity which takes place whether within or outside School. Suspected drugs and weapons will be confiscated immediately and held for the police as potential evidence.

11.2. If it is believed that a pupil may have taken drugs, the School will seek immediate medical advice and may involve the police. Alleged sexual offences will generally be reported to the police immediately. The alleged victim's parent will also be informed immediately of the incident and told that the police have been informed.

11.3. Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

12. Procedure

12.1. The procedure followed by the School in cases where a required removal or permanent exclusion may be imposed by the Head are summarised in the flowchart at Appendix 1 to this Policy. The three stages of this procedure are as follows:

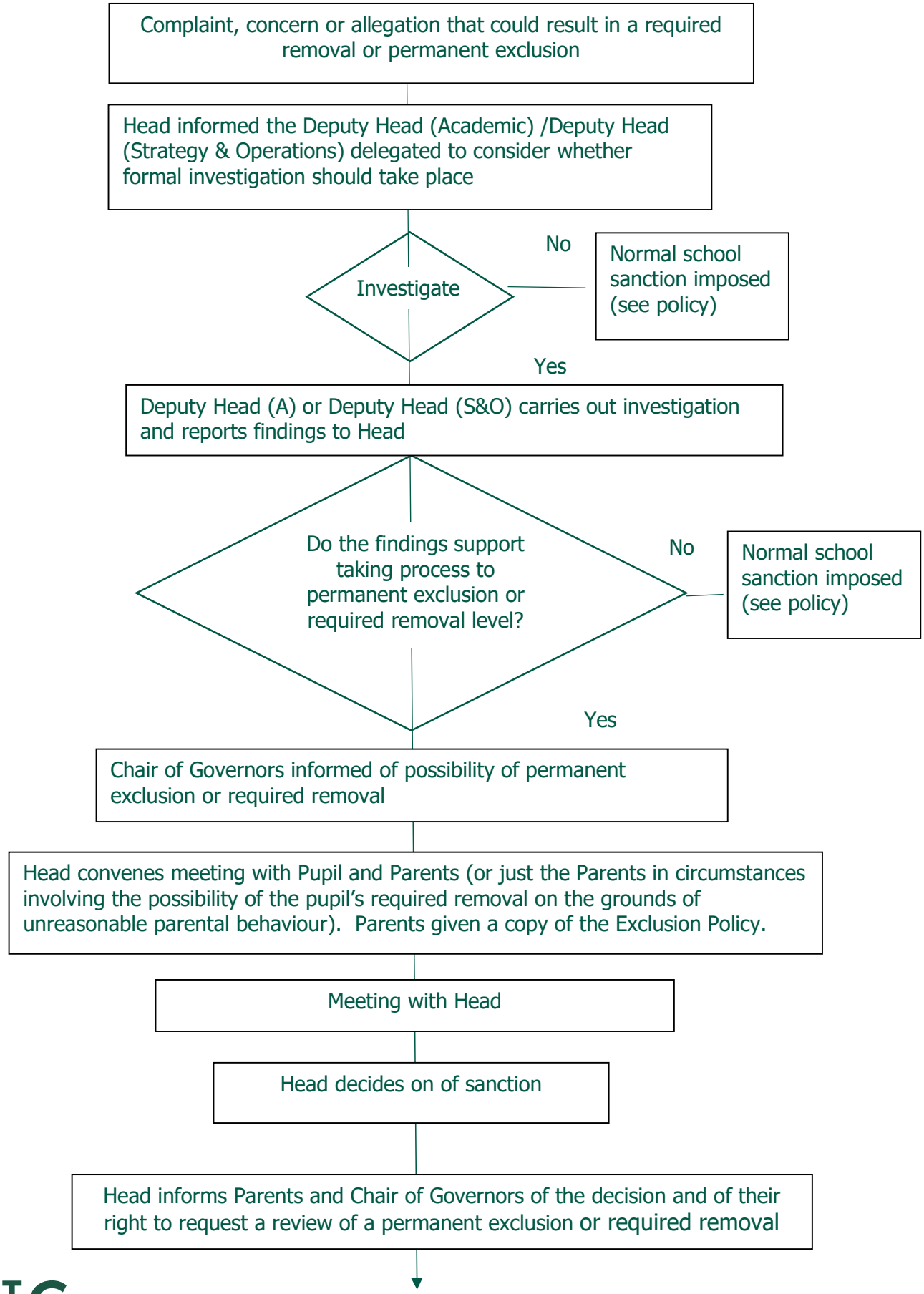
1. Investigation procedure - further details of the procedures to be followed at this stage are set out in Appendix 2
2. Meeting with the Head - further details of the meeting are set out in Appendix 3
3. Request for review – details are set out in Appendix 4.

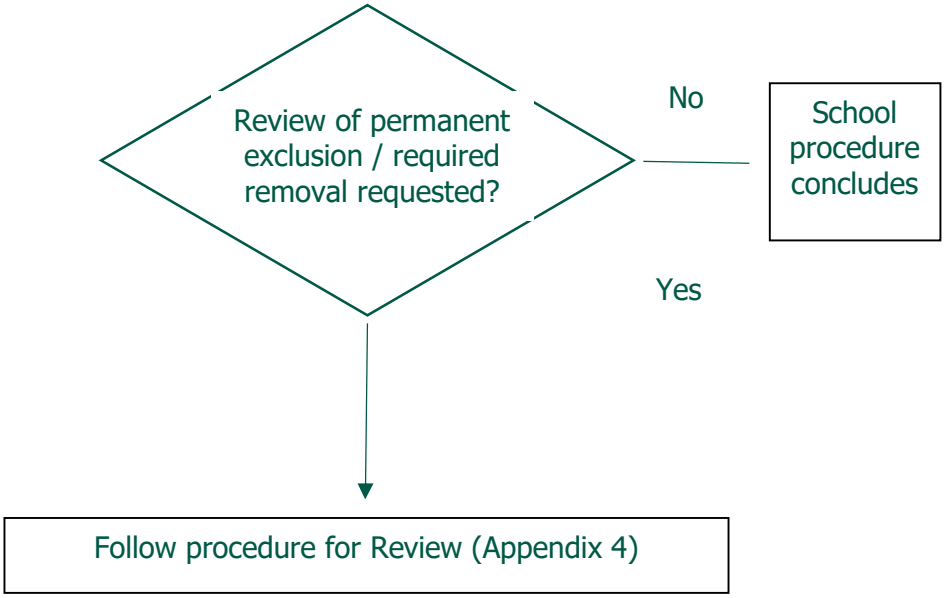
12.2. The Head for their part undertakes to make decisions in respect of exclusions or required removals fairly. Any finding of fact will be made on the basis of the balance of probabilities.

13. Safeguarding

13.1. If there is an ongoing safeguarding investigation (whether that includes a criminal investigation or not) that may result in the permanent exclusion of a pupil or if a pupil has been reinstated following a governing board review, it is likely that there will be complex and difficult decisions that need to be made. It is important that these decisions be made alongside the School's duty to safeguard and support children and their duty to provide an education.

Appendix 1 – flow chart




Review of permanent exclusion / required removal requested?
No
School procedure concludes
Yes
Follow procedure for Review (Appendix 4)

Appendix 2 - Investigation procedure

1. Complaints about a pupil:

1.1. Interview:

A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If the pupil is then interviewed formally about a complaint or rumour, arrangements will usually be made for her to be accompanied by a member of staff of her choice and/or by a parent (if available at the relevant time). A pupil who is waiting to be interviewed may be segregated but made as comfortable as possible, will be supervised by a member of staff, and given access to a toilet and adequate food and drink. A minute of the interview will be recorded in writing by a dedicated scribe (member of staff).

Investigation of a complaint or rumour about serious misconduct will normally be coordinated by the Head of Lower/Upper School and its outcome will be reported to the Head. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being permanently excluded or a required removal.

1.2. A requirement for the pupil to remain away from School:

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure or while an investigation is adjourned. Should a requirement for the pupil to remain away from School continue for a period of more than two school days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil (for example via online learning). The relevant Form Teacher will co-ordinate these arrangements with the pupil's parents or guardians. We ask parents or guardians to respect that there may be a delay in providing work while teaching staff are given the opportunity to determine what work should be set.

1.3. Search:

The School may decide to search a pupil's space and belongings and ask her to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so. A pupil may also be asked to remove outer clothing so that it may be searched. There will always be two members of staff present of the same gender as the pupil. This policy does not authorise an intimate search or physical compulsion in removing clothing. If necessary, the police would be called. For further information on how any search would be conducted, see the School's Pupil Searches and Confiscation policy.

2. Ethos:

2.1. Any investigation and subsequent meeting will be conducted fairly and in a way which is appropriate to a school.

3. Adjournment of an investigation:

3.1. It may be necessary to adjourn an investigation, for example where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to adjourn an investigation will be guided by advice from the relevant external agencies, such as the police or children's services, and will be subject to periodic review.

4. Report:

4.1. On completion of the investigation, the co-ordinating senior member of staff will prepare a report on the investigation and advise the Head whether:

- The behaviour merits a meeting with the Head in order to consider whether the pupil should be permanently excluded or whether their removal is required;
- The behaviour does not warrant permanent exclusion or a required removed, but another lesser sanction may be appropriate; or
- There is no basis to the concern/complaint/allegation and the matter can be closed.

5. Unreasonable parental behaviour:

5.1. In cases involving allegations of unreasonable parental behaviour that could result in a required removal, such investigative action will be taken as the Head considers necessary. This may be carried out by the Head or their nominee.

Appendix 3 - Meeting with the Head

Where the report has concluded that there may be grounds for permanent exclusion or the required removal or a pupil, a meeting will be convened at which the Head will consider the matter and the findings of the investigation.

1. Preparation:

1.1. Documents made available to the parents at the meeting before the Head will include:

- copies of written statements and notes of the evidence concerning the concern/complaint/allegation, and any relevant correspondence
- the Investigation Report
- the pupil's school file and conduct record
- the relevant School policies and procedures

2. Attendance:

2.1. The pupil and her parents will be asked to attend the meeting with the Head at which the Head of Lower/Upper School will be on hand to explain the relevant issues and their investigation.

2.2. The pupil and her parents will have an opportunity to state their side of the case. Relevant members of staff will be on hand to join the meeting if needed, and their statements will be disclosed where applicable but the anonymity of pupils will be preserved.

2.3. If the parents or the pupil have any special needs or disability which call for additional facilities or adjustments those requirements should be made known to the Head's PA so that appropriate arrangements can be made.

2.4. If the pupil or the pupil's parents experience difficulty in attending due to a disability, the School will make reasonable alternative arrangements to accommodate the disability.

2.5. In circumstances involving the possibility of the pupil's required removal on the grounds of unreasonable behaviour, the parents will be asked to attend the meeting with the Head. The pupil will not be in attendance. If the Head's nominee investigated the matter on the Head's behalf, then the Head's nominee will be on hand to explain the circumstances of the complaint and their investigation.

3. Proceedings at/following the meeting with the Head:

3.1. The Head will consider the issues and the evidence, including statements made by and/or on behalf of the pupil (or parents, in cases involving unreasonable parental behaviour).

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

3.3. Following the conclusion of the meeting, the Head will reach their decision. The Head will communicate their decision to the parents in writing within five working days of the meeting.

4. Leaving status:

4.1. If a pupil is permanently excluded or required to leave, her leaving status will be one of the following: "permanently excluded" or "required to be removed".

Appendix 4: Procedure for Review Hearings

Procedure

1. Request for review

1.1. A pupil or her parents may request a review of the Head's decision to permanently exclude or require the removal of a pupil. The application must be made in writing using the Request Form at Appendix 5 and received by the Clerk within seven calendar days of the Head's decision being notified in writing to a parent. If the parents or the pupil have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the Clerk so that appropriate arrangements can be made.

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

2. Grounds for review

2.1. In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek. They should also submit any supporting evidence which they wish to rely on.

3. Review Panel

3.1. The Clerk will refer the review to a Review Panel for consideration. The Review Panel will consist of two members of the Board of Governors plus a third individual who is independent of the management and running of the School. The Review Panel members will have no detailed previous knowledge of the case or of the pupil or parents and will not include the Chair of Governors. Selection of the Review Panel will be made by the Clerk. The Review Panel will appoint one of the Review Panel members to act as the Chair of the Review Panel. Parents will be notified in advance of the names of the Review Panel members. Fair consideration will be given to any bona fide objection to a particular member of the Review Panel.

4. Role of the Review Panel Chair

4.1. Once the Chair has been appointed, they will liaise with the Clerk on all procedural matters and correspondence connected with the review. The Chair will have a wide discretion regarding any procedural matters not specifically covered in this policy with a view to ensuring that each party has a fair hearing and an opportunity to respond to any points raised by the other.

5. Role of the Review Panel

5.1. In reaching its conclusions, the Review Panel should consider whether the decision to permanently exclude or require the removal of the pupil was reasonable and fair. This should include consideration of the welfare and safeguarding of the pupil and their peers, the Head's legal duties, and any other evidence that is presented to the Review Panel.

5.2. In reviewing the Head's decision, the Review Panel will consider the documentation provided by the parties, representations made by the parties and any other factors which the Review Panel consider to be relevant.

5.3. The Review Panel will decide whether to uphold the Head's decision or whether to ask the Head to reconsider her decision if they consider that the Head's decision to exclude or require the removal of the pupil was not a reasonable decision for the Head to have taken. It is not within the powers of the Review Panel to reinstate a pupil's place at the School.

6. Review meeting

6.1. The meeting will take place at the School premises, normally within fifteen working days after the parents' application has been received. A review meeting will not normally take place during school holidays.

6.2. A review meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential. There may be circumstances where disclosure of the substance of particular confidential records is required, for example, where there is a legal, regulatory, safeguarding or data protection obligation (e.g. in response to a subject access request, or where the records are requested by the Secretary of State of an inspector) which prevails over the requirement to maintain the records as confidential.

6.3. The parents and the Head will be asked to submit any additional documents they wish to refer to at the meeting, to be received by the Clerk at least seven working days prior to the meeting, and a single bundle will be circulated to all parties at least three working days before the meeting. On receipt of new information not previously available to the Head before their decision was made, the Clerk should contact the Chair who will decide whether:

- to include the new information in the bundle; or
- to omit the information if not relevant to the grounds for Review; or
- to make further enquiries of the parents or the pupil about the information; or
- to refer the information to the Head for consideration as to whether the decision should be revisited.

7. Attendance

7.1. Those present at the review meeting will normally be:

- members of the Review Panel;
- the Clerk (as note-taker);
- the parents, who may be accompanied by a friend or relation. Legal representation is not necessary or appropriate. The Clerk must be given seven calendar days' notice of the identity of the parents' companion
- the Head will be on hand in the event that the Review Panel, or the parents, have any questions for the them.

8. Conduct of meeting

8.1. The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. The meeting will be directed by the Chair who will conduct it so as to ensure that all those present have a reasonable opportunity of asking

questions and making appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chair may at his/her discretion adjourn the meeting.

9. Procedure

9.1. For each of the grounds given in the parents' request for review, the parents should make their representations.

9.2. If possible, the Review Panel will consider the parents' submissions without the need the further investigation. Where further investigation is required, the Review Panel will decide how it should be carried out.

9.3. Once all the grounds have been considered and discussed, the parents should be given the opportunity to make their final submissions.

10. Decision

10.1. The Review Panel's decision will be delivered in writing, with reasons, to the Head and the parents by the Chair of the Review Panel within five working days of the meeting.

11. Complaints

11.1. Any complaint relating to action taken under the Exclusion Policy following a decision by the Head to permanently exclude or require a pupil's removal will be dealt with by the Review Panel in accordance with the procedure set out in this Appendix 4, rather than under the Complaints Procedure.

11.2. A decision made following a review meeting is final, and there is no further right to submit a complaint via the Complaints Procedure.

Appendix 5 – Form for requesting a review of the Head's decision to permanently exclude or require the removal of a pupil

To: The Clerk to the Governors of St Christopher's School, Hampstead

Subject: [Name of pupil]

I/we request that a Review Panel carries out a review of the Head's decision to permanently exclude or require the removal of the above-named pupil. I/we agree to treat the process as confidential.

I/we confirm that I/we have parental responsibility for the above-named pupil.

I/we understand that the Review Panel will be concerned with whether the Head's decision to permanently exclude /require the removal of the pupil was a reasonable decision for the Head to have taken.

I/we understand that we may be accompanied at the review meeting by a friend or relation who is not legally qualified.

I/we will inform the Clerk if I/we have any special needs or disabilities requiring additional facilities or adjustments.

The grounds upon which I/we seek a review and the matters which I/we wish to discuss at the review and to ask the Review Panel to consider are as set out in a statement attached to this sheet.

Signed	Signed
Full name	Full name
Relationship to Pupil	Relationship to Pupil
Date	Date
Address	Address
Telephone number	Telephone number
Email address	Email address