



**GREAT  
BALLARD**

# Discipline, Exclusions and Required Removal Policy

## Policy Information

Date of last review	Summer 2026
Date of next review	Summer 2027
Review Cycle	Annual
Policy Manager	Headmaster

---

**GUIDANCE NOTE ON THE DISCIPLINE, EXCLUSIONS AND REQUIRED REMOVAL POLICY**

A Legal Requirement & an Independent Schools Inspectorate (**ISI**) Reporting Standard.

References:

A. Human Rights Act 1998

B. The Education Act 2002, Part 10

C. The Education (Independent School Standards) Regulations 2014 as amended including by the Education (Independent School Standards) Regulations 2018 (**ISS Regulations**)

D. 'Behaviour and Discipline in Schools: Advice for Headteachers and School Staff', DfE, February 2024

E. The ISI Inspection Framework, September 2025

F. The ISI Inspection Handbook, September 2025

G. The Equality Act 2010

H. National Minimum Standards for Boarding Schools, September 2022

I. Keeping Children Safe in Education, DfE, September 2025

### **Introduction**

This policy should be read in conjunction with the School's Behaviour Policy, Anti-Bullying Policy, E-Safety Policy and Complaints Procedure.

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

At Great Ballard we encourage 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.

Our full system of rewards is included in the school's rewards and sanctions policy.

### **Sanctions for breaches of discipline that do not merit exclusion / required removal**

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School 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.

When poor behaviour is identified sanctions are implemented in line with the Great Ballard Behaviour Policy.

School staff can issue sanctions any time pupils are in School or elsewhere under the charge of a member of staff, including on School visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of School.

A full range of sanctions is included in the school's Behaviour policy – under Recognition, Rewards and Sanctions.

The relevant teacher is responsible in the first instance for dealing with minor infringements, such as lateness, poor work, casual rudeness or disruption in class, and late or poorly completed work. They may impose any of the sanctions above such as the setting of additional work or the pupil may be required to re-do unsatisfactory work.

Repetition of this behaviour or continued poor quality work will be reported to the Tutor and may lead to an escalation of sanctions or parental involvement.

More serious misdemeanours are reported to the pupil's Head of Section and may lead to an escalation of sanctions, parental or SLT involvement.

The SLT, in consultation with the Head may suspend a pupil internally, for a fixed period of between half a day to a full day.

The Head in consultation with the SLT may suspend a pupil for a fixed period of between one day and one week, for very serious indiscipline; or less serious offences, where repeated punishment has proved ineffective.

Full details of rewards, sanctions and more serious sanctions and the school's responses are listed in the Behaviour Policy.

### **Breaches of discipline outside of the School grounds**

The School takes the conduct of its pupils outside of School grounds extremely seriously. A pupil's misbehaviour outside of 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 of the School grounds and the incident has not been witnessed by School staff, the School will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

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.

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.

### **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.

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).

The school Behaviour Policy provides the following list of more serious offences which are likely to lead to serious sanctions such as suspension and exclusion.

1. Illegal Drugs: Possession, use, supply of illegal substances.
2. Offensive Weapons & Dangerous Items: Possession, use, or threat with weapons or dangerous objects.
3. Fire related Misconduct: Bringing incendiary materials; setting off fire alarms/extinguishers; abusing fire services.
4. Misuse of Legal Substances: Tobacco, e-cigarettes, alcohol, solvents, "legal highs."
5. Sexual Misconduct: Sexual activity between pupils; possession of pornography; generating, sending or possessing youth produced sexual imagery.
6. Bullying / Discrimination: Serious or sustained bullying, including cyberbullying, protected characteristic harassment.
7. Serious Violent or Threatening Behaviour: Physical, verbal, written, or electronic threats or violence toward staff or pupils.
8. Theft & Vandalism: Stealing, damaging property, or unauthorized use/access.
9. Serious Misuse of Technology: Hacking, inappropriate recording, accessing or sharing prohibited material, unauthorized recording of others.
10. Bringing the School into Disrepute / Criminal Acts: Behaviour that damages the school's reputation, or any criminal act outside or during school

Sometimes, the School may decide to offer parents the option of withdrawing their child to avoid exclusion or a required removal. In such circumstances, no decision has been made in respect of the disciplinary allegations or in respect of an appropriate sanction. There is therefore no exclusion / required removal decision to appeal. It is important to make it expressly clear to parents that, should they accept this offer, no right of appeal is available.

There may be circumstances where the School decide to keep the pupil on the School roll for a short period (for example, to enable them to take external examinations). In such cases, the School should be aware that the contractual relationship with the parents will continue, and any complaints raised during this will need to be considered under the School's complaints procedure.

### **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 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 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
- 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).

### **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.

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. In most cases best practice should ensure that there are no surprises and conversations with academic staff, leaders and SENCO will have provided plenty of evidence for this decision and guidance on next steps.

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 5 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 5 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.