



## Discipline, Exclusion and Required Removal Policy

Date Revised:	April 2026 awaiting sign off by Governors
Reviewed by:	Safeguarding Governor
Responsible person:	Head
Date last Approved by Governing Body:	Summer 2025
Review Schedule:	Annually, Summer
Circulation:	Governors, all staff, parents, school website

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### 1. Introduction

This policy should be read in conjunction with the School’s Behaviour Management Policy, Anti-Bullying Policy, School Rules and Regulations, Online Safety Policy and Complaints Procedure.

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

At Tower House School 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 system of rewards includes:

- verbal praise and written praise for good work;
- academic merits for both effort and achievement, which are celebrated in the classroom;
- annual subject and year group prizes;
- posting examples of excellent work in art/design, sports, and drama and concert achievements in the School’s newsletter, so that the community can celebrate success;

- reports to parents.

## **2. 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 always comply with the School Rules. 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 School's Behaviour Management 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.

We have a range of sanctions which include:

- a verbal reprimand from a member of School staff;
- reports to parents (which are always worded to be as constructive as possible);
- repeating unsatisfactory work until it meets the required standard;
- loss of privileges;
- sent to a senior member of staff to discuss behaviour;
- in the senior school a minus house point;
- a lunchtime or after school detention;
- a report card for behaviour and conduct;
- School-based service or imposition of a task – such as removing chewing gum or picking up litter under the supervision of a member of the pastoral team;
- suspension.

The relevant teacher is responsible in the first instance for dealing with minor infringements, such as lateness, 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 will be reported to the Head, and Deputy Head, and may lead to a loss of privileges.

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Head of Year, and may lead to a pupil being given a minus house point.

More serious misdemeanours are reported to the Head, and may lead to the parents being contacted and called on for a meeting to discuss the pupils behaviour.

Persistently poor academic performance may result in the Head of Year requiring a pupil's teachers to make written comments on his/her performance at the end of every lesson that he/she attends for a period of one or two weeks.

The Head may suspend a pupil, for a fixed period of between 24 hours and one week, for very serious indiscipline; or less serious offences, where repeated punishment has proved ineffective.

### **3. 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 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.

### **4. 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 of 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;
- misconduct which brings or is likely to bring the School into disrepute; and
- persistent disruptive behaviour or breaches of the School's Behaviour 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).

## **5. 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 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).

## **6. 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).

## **7. 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).

## **8. 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.

## **9. 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 the needs of 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/5 working days from the meeting.

Decisions to exclude or require removal will take effect immediately.

#### **10. 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.

#### **11. 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.

**Tower House School is committed to safeguarding the welfare of children and expects all staff and volunteers to share this commitment**

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#### **Approved and Signed by Safeguarding Governor**

Name: Sam Madden

Signature: \_\_\_\_\_

Date: \_\_\_\_\_