



Radnor House  
— TWICKENHAM —

Suspensions and Expulsions Policy  
Radnor House Prep School

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## Suspensions and Expulsions Policy

This policy should be read in conjunction with the school's Behaviour Policy.

The school will apply its behaviour policies in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely. Ultimate sanctions at Radnor House Prep are:

- 'suspension' = where a pupil is either removed from classes for a limited period but remains in school as a disciplinary sanction, or is sent home for a limited period either as a disciplinary sanction or pending the outcome of an investigation or a Governors' Review.
- 'expulsion' = where a pupil has been required to leave ("asked to leave") the School permanently. Neither sanction is used lightly.

The power to suspend or expel a pupil can only be exercised by the Head or Deputy Head. If the Head suspends a pupil, the parents are informed immediately, giving reasons for this. At the same time, in the case of an expulsion, the Head makes it clear to the parents that they can, if they wish, appeal against the decision to the Chair of Governors. The school informs the parents how to make any such appeal.

### Serious Offences, and Suspensions and Expulsions

Serious offences are those that may have a significant impact on the individual pupil or others in the school. Examples, noting that this list is not exhaustive, include:

- severe or persistent bullying, racism or harassment;
- stealing;
- extreme or persistent violence, actual or threatened, against a pupil or member of staff;
- sexual abuse, assault or activity;
- smoking, illegal drugs (possession and/or use ) or alcohol (consumption or possession)
- significant vandalism;
- going out of bounds;
- persistent misbehaviour when normal disciplinary measures have failed;
- carrying an offensive weapon

### Procedure to be followed

- Parents must be informed immediately by phone with a follow up letter;
- A copy of the school Suspensions and Expulsions Policy will be sent with this follow-up letter;
- Parents must be notified of their right to appeal;

- Radnor House Prep will ensure that arrangements are in place for work to be sent home; Arrangements will be made for a return to school interview that includes the parents;
- A re-integration Pastoral Support Plan will be put in place.
- All cases of suspension and expulsion will be treated in the strictest confidence on a need to know basis and are not to be discussed outside the school

### Responsibilities of the school

If the school commences an investigation, which may lead to either a limited period suspension or permanent expulsion the Head must inform the parent immediately. Before resorting to either of these the school will normally try alternative solutions (for example, a restorative justice process - whereby the harm caused to the 'victim' can be redressed). Parental contact will ideally be made by telephone, the telephone call being followed by a letter within one school day. The letter will include information about:

- the nature of the offence and the results of any investigation to date;
- that the sanction of a limited period suspension or permanent expulsion may be imposed;
- in the case of a permanent expulsion, the parents' right to state their case to the Head and if that is not satisfactory then to the Advisory Board and whom they should contact to do this, including the latest date that the parent may give a written statement to the discipline committee;
- The parents' right to see their child's school record and the Head must comply with such a request within 15 school days, although in these cases compliance should be prompt.
- The Head may not suspend a pupil for more than 5 days or an aggregate of 15 days in any school term without the agreement of the Board of Governors.
- In the case of permanent expulsion, agreement in writing will be obtained from the Chair of Governors insofar as it does not conflict with the impartiality of any Appeals process.

Where reasonable adjustments to policies and practices have been made to accommodate a pupil's needs and to avoid the necessity for suspension /expulsion as far as possible, suspension /expulsion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason. The decision to suspend for a limited period will be notified to the parent in writing with reasons. If the School determines that a pupil should be suspended for a limited period, the Head will provide the parent in writing with information as to:

- The period of the suspension;
- The arrangements, such as setting work, to allow the pupil to continue their education during the Fixed Term Exclusion.

If the school decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a limited period suspension or to convert it into a permanent expulsion, the Head will write again to the parent with the reasons for this decision. The decision to expel a pupil permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or an exceptional 'one-off' offence has been committed. Parental cooperation forms part of the contract between the school and all the parents at the school. The correspondence will be easily intelligible and in plain English.

## Appeals

If parents or guardians wish to appeal against a permanent expulsion, they must do so to the Chair of Governors in writing, within one week of the letter notifying the parents of the expulsion.

The Chair of Governors will establish an Appeal Panel to consider the appeal. It will include one person independent of the management, leadership and governance of the school.

The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents may bring a representative to the meeting. All letters and documents relied on by the Head shall be made available to the parents prior to the hearing. The parents or their representative may ask questions of the Head or may raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or their representative, or in the absence of the Head. At the conclusion of the hearing, the Panel shall retire to consider what recommendation it may make. The Panel may recommend:

- The permanent expulsion is confirmed
- The permanent expulsion is rescinded
- The permanent expulsion be rescinded and replaced with an alternative sanction.

The recommendation shall be communicated to the parents or guardian and the Head. Every pupil has a right to confidentiality – it will be kept in the strictest confidence and only disclosed to those who need to know. We appreciate that such sensitive matters must be dealt with in confidence. If the school decides (after completing the investigation or because of new evidence and further investigation) that it is necessary to extend a limited period temporary suspension or to convert it into a permanent expulsion, the Head will write again to the parents with the reasons for this decision.