



JEDDAH PREP AND GRAMMAR SCHOOL

Exclusions Policy

INTRODUCTION

This policy applies to all pupils at Jeddah Prep and Grammar School (the 'School'), including the Early Years provision. It sets out the circumstances in which a pupil may be temporarily suspended, permanently excluded, or required to leave the School for misconduct or other reasons.

This policy does not apply where a pupil leaves the School because of ill health, non-payment of fees, or because the pupil is withdrawn by their parents.

Expectations for behaviour, sanctions for misbehaviour, and procedures for promoting good behaviour are set out separately in the School's Behaviour Policy.

AIMS

- To ensure procedural fairness and natural justice.
- To promote constructive co-operation between the School and parents where it becomes necessary for a pupil to leave the School earlier than expected.

The School will implement this policy through adherence to the procedures set out in this document, while ensuring that each case is considered fairly and in accordance with its individual circumstances.

WHEN A PUPIL MAY BE EXCLUDED OR REQUIRED TO LEAVE

Exclusion or required removal may be appropriate in a range of circumstances. The following examples are illustrative and are not intended to constitute an exhaustive list:

- Criminal offences.
- Physical violence, racist abuse, bullying, or theft.
- Serious misconduct on or off School premises which actually, potentially, or indirectly damages the good name and reputation of the School, or affects the welfare of staff or pupils.
- The possession, supply, or use of drugs, illegal or illicit substances, substances intended to resemble them, or paraphernalia intended to facilitate their use.
- The possession or use of unauthorised or offensive weapons.
- Persistent disregard for the School Rules.
- Serious breaches of the School's e-safety requirements.

- Other circumstances in which the Headmaster, following appropriate consultation, is satisfied that it is not in the best interests of the pupil to remain at the School.

PERMANENT EXCLUSION, FIXED-TERM EXCLUSION AND REQUIRED REMOVAL

Required Removal

Only the Headmaster may require parents to remove their child from the School.

The Headmaster may request that parents remove their child from the School following serious breaches of school discipline or where the behaviour, in the Headmaster's judgement, falls short of the threshold for exclusion but nevertheless warrants removal. A decision to require removal is at the discretion of the Headmaster. Parents will normally be consulted before such a decision is made.

Fixed-Term Exclusion

Only the Headmaster and/or Heads of Schools may impose a fixed-term exclusion (suspension) on a pupil. The Headmaster must always be consulted before a suspension is imposed.

The Headmaster and/or Heads of Schools may require a pupil to remain at home temporarily while a complaint or allegation of misconduct is investigated. In particularly serious cases, or where external agencies such as the police are involved, suspension may also be appropriate.

A pupil who is suspended must not attend the School site, participate in scheduled School activities, or attend School trips without the prior written agreement of the Headmaster. The School will take reasonable steps to support the pupil's continuing education during the suspension and will consider appropriate arrangements to support their reintegration on return. The Headmaster and/or Heads of Schools will coordinate these arrangements with the pupil's parents.

A fixed-term exclusion should provide a clear warning that further misconduct may result in additional suspension, required removal, or permanent exclusion. A subsequent serious breach may result in permanent exclusion.

Permanent Exclusion

Only the Headmaster may permanently exclude a pupil from the School.

Permanent exclusion is normally reserved for grave breaches of school discipline and is generally considered a last resort where other appropriate sanctions and interventions have proved ineffective.

PROCEDURE

The procedure set out below does not have contractual effect. It provides guidance which may be adapted where necessary to reflect the circumstances of an individual case. All procedures will be conducted fairly, proportionately, and in a manner appropriate to the circumstances.

For pupils in the EYFS/Reception class, permanent exclusion would normally only be considered once all reasonable avenues to address and manage the behaviour have been explored and exhausted, including appropriate one-to-one intervention.

A decision to exclude or require the removal of a pupil may be taken by the Headmaster following a single serious offence or a pattern of less serious breaches of school discipline.

The School will make reasonable adjustments where a pupil's misbehaviour relates to a disability.

Preliminary Steps and Investigation

A senior member of staff will undertake an investigation and report its outcome to the Headmaster.

Parents will be informed as soon as reasonably practicable where an allegation or incident under investigation may result in suspension, required removal, or permanent exclusion.

Where the investigating member of staff considers it necessary to interview a pupil, the pupil will be accompanied by an appropriate adult, normally a member of staff. A written record of the interview will be maintained.

At the conclusion of the investigation, the investigating senior member of staff will discuss the matter with the Headmaster and establish whether there is a case to answer requiring further consideration.

Where allegations are serious, or where other pupils may be at risk, the Headmaster will consider whether the pupil should be suspended pending the outcome of the procedure. Parents will be informed in writing. Consideration may also be given to arrangements for work to be provided while the pupil is absent.

The School will notify external agencies where appropriate and will take relevant advice into account.

Search

The School may search a pupil and/or their belongings where it is considered reasonable to do so. Any search will be conducted in accordance with the School's Behaviour Policy.

Disciplinary Meeting

The Headmaster will invite the pupil and their parents to a disciplinary meeting. The pupil may be accompanied by another member of staff of their choice. Parents will be asked to provide in advance any relevant evidence on which they wish to rely.

The pupil and their parents will have an opportunity to state their case and respond to the allegations made.

The School will make reasonable adjustments where the parents and/or pupil inform the Headmaster in advance that they have a disability.

The Headmaster will consider the allegation, the evidence, and any other relevant factors, including the pupil's disciplinary record, and will decide whether the allegation of misconduct has been proved on the balance of probabilities. If the allegation is proved, the Headmaster will consider the range of disciplinary sanctions available. The Headmaster may consult the Governing Body before reaching a decision.

Parents will be informed of the outcome of the Headmaster's decision, the reasons for the decision, and any sanction imposed either at the meeting or as soon as reasonably practicable thereafter. Any decision to suspend a pupil will specify the length of the suspension and the date on which it will commence.

Serious disciplinary matters will be recorded in the Headmaster's Discipline Book.

The Governing Body will be informed of any decision to impose a fixed-term exclusion, permanently exclude a pupil, or require the removal of a pupil from the School.

COMPLAINTS

If parents are dissatisfied with the Headmaster's decision, they may invoke Stage 3 of the School's Complaints Procedure and request a panel hearing.

A panel hearing is a private matter. All those involved are required to maintain confidentiality unless disclosure is required by law.

The review panel will comprise at least two Governors and one person who may be independent of the management and running of the School. Neither Governor will have had prior knowledge of, or involvement in, the case.

The role of the panel is to hear both sides, consider whether the Headmaster's decision was fair and proportionate and in accordance with this policy, and decide whether to uphold the decision or refer the matter back to the Headmaster for reconsideration, together with any recommendations.

The Complaints Panel will notify the Headmaster and the parents in writing of its decision, giving reasons and setting out any recommendations.

The School will make reasonable adjustments where the parents and/or pupil inform the Clerk in advance of the Governors' Review that they have a disability.

POLICY REVIEW AND APPROVAL

Date of Review: September 2026	Reviewed and approved by: Headmaster, BoG
Date of next review: August 2028	