



# Wakefield Grammar School Foundation

<b>Document Reference</b>	<b>WGSF Exclusions (Permanent) and Required Removal Policy</b>
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**VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.**

## **CHANGE RECORD - REVIEW PERIOD (Annually)**

<b>Version</b>	<b>Date</b>	<b>Change details</b>
V1.01	Oct 2023	Created (HJ Boyes); replaces the previous 'Exclusions Policy', amended and updated RMB and HJB.
V1.02	March 2025	ISBA model policy adopted and amended in line with WGSF procedures.
V1.03	Oct 2025	Minor wording amends.

To be published on the following:

<b>Staff shared</b>	<b>X</b>	<b>Foundation website</b>	<b>X</b>
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## **WGF Exclusions (Permanent) and Required Removal Policy**

### **1. Introduction**

1.1 In this policy, 'exclusion' refers to permanent exclusion where a pupil is permanently removed from the school roll and cannot return. This policy should be read in conjunction with the following Wakefield Grammar School Foundation (WGSF) and School Policies:

- [WGSF Behaviour Management Policy](#)
- [WGSF Anti-Bullying Policy](#)
- [WGSF ICT Acceptable Use Policy](#)
- [WGSF Equal Opportunities policy \(for pupils\)](#)
- [WGSF Drugs and Substance Abuse Policy](#)
- [WGSF Safeguarding and Child Protection Policy](#)
- [WGSF Complaints Policy](#)

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

1.2 At WGSF 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;
- certificates, prize ceremonies or special assemblies;
- academic merits for both effort and achievement, which are celebrated in the classroom and in assemblies;
- subject and year group prizes;
- posting examples of excellent work in art/design, sports, and drama and concert achievements on the School's website and on social media, so that the community can celebrate success;
- reports to parents.

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

2.1 It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the Foundation's high standards and expectations of good behaviour at all times. However, WGSF 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 Foundation's Behaviour Policy.

2.2 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.

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

The Foundation 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 pupils' 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 usually report to the police any activity which it believes may amount to 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 will generally be reported to the police immediately.

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 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 (including behaviour or conduct outside of School) that could merit permanent exclusion 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;
- malicious allegation against a pupil or an adult;
- use, or threat of use, of an offensive weapon or prohibited item (please refer to the WGSF Behaviour Management Policy and the [DfE Searching, Screening and Confiscation in Schools guidance document](#) for prohibited items);
- bullying, including (cyber-bullying) [in accordance with the School's Anti-Bullying Policy];
- committing a criminal offence;
- fighting;
- abuse on the grounds of protected characteristics or any form of unlawful discrimination;
- sexual harassment or misconduct, including youth-produced sexual imagery;
- 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;
- persistent disruptive behaviour or breaches of the School's Behaviour Policy or School Rules; and
- Conduct that facilitates, encourages or makes possible any of the above.

## **5. Circumstances which may merit required removal**

5.1 A non-exhaustive list of the sorts of circumstances that could merit required removal includes the following:

- 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 of other children;
- 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 of other children;
- 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.

5.2 As set out in the WGSF 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.
- 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.

5.3 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).

5.4 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).

## **6. Investigation**

6.1 Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation that could result in the pupil being excluded or removed.

6.2 The Head will apply any sanctions 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 whether it is more likely than not to have (or have not) occurred, i.e. the balance of probabilities.

6.3 The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation. Alternatively, the pupil may be placed under a segregated regime if they remain on School premises.

## **7. Disciplinary Hearing**

7.1 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) the parents alone. The purpose of this meeting will be to discuss the findings on the investigation (see Section 6)

7.2 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 / their parents.

7.3 Following the conclusion of the meeting the Head will reach their decision. The Head will communicate their decision in writing within five working days after the hearing.

7.4 For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

## **8. Appeals against exclusion / required removal**

8.1 The School will always offer the right of appeal to any pupil excluded or required to be removed from the School. This right of appeal is exercised by sending a request, in writing, to the Chair of Governors (at Governor's office, 158 Northgate, Wakefield, WF1 3UF or email: [mshevell@wgsf.net](mailto:mshevell@wgsf.net)) **within 14 days** of the Head's written confirmation of the decision. The request for appeal must set out the matters the parent would like to be reviewed, together with any documents that the parent would like to submit for consideration.

8.2 The appeal will be heard in front of a Panel of Governors which will include one independent person. Where two or more pupils are alleged to have been involved in the same incident or linked incidents and expulsions of these pupils have been made as a consequence of the incident(s), each case should, in the interests of fairness, be heard by the same Panel.

8.3 The outcome of the appeal process is final and there shall be no further right to appeal.

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

## **9. Recording and monitoring**

9.1 Where the School imposes permanent exclusion or required removal as a sanction, the written report on the investigation will be placed on the pupil's file.

9.2 Details of the exclusion or required removal will be recorded on the School's Sanctions Record.