

DISCIPLINE AND EXCLUSIONS

1. Policy Statement

Sir William Perkins's School believes in promoting good behaviour and self-discipline in an environment of respect, fairness and natural justice.

For those whose behaviour does not meet the standards expected, the School uses a range of sanctions, up to and including exclusion. It is not the School's policy to inform third parties about the sanctions that are being applied in individual cases, but the sort of approaches used are outlined in this document and its relevant appendix.

In creating this policy and procedures the School has regard to the following non-statutory advice and information:

- [Behaviour and Discipline in schools \(updated 2024\)](#).

This document is available to all interested parties on our website and on request from the School Office. It should be read in conjunction with the following school documents:

- o Safeguarding and Child Protection Policy
- o Anti Bullying policy
- o Drugs and Alcohol: education and misuse policy
- o Good Behaviour Policy
- o E-safety Policy
- o IT Acceptable Use Policy
- o the School's Code of Conduct

SWPS is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

2. Discipline

A range of different sanctions are available when a student breaches the *SWPS Code of Conduct* and all staff must seek to ensure that punishments are proportionate to the offence and should enable students to make reparation where possible. As far as possible the sanction applied should be constructive and could include:

- carrying out useful tasks to help the School
- a formal apology
- Behaviour Points
- detention (at lunchtime or with 24 hours' notice to parents if outside School hours)
- SLT detention (after school)
- removal from the group/class or particular lesson
- withdrawal of break or lunchtime privileges (this may include reporting to a member of staff at intervals through the period)
- withholding participation in educational visits or sports events which are not essential to the curriculum
- academic, behavioural, uniform report cards
- internal suspension from lessons, activities, trips, tutor group, etc, including a letter home to parents (this involves supervision in School but apart from others in the group for a fixed period)
- external suspension or permanent exclusion

3. Suspension and Exclusion

The Head may exclude a student for one or more fixed periods (suspensions) or permanently. This may be on the recommendation of one or more of the Deputy Heads. The decision to permanently exclude can only be taken by the Head. For serious but relatively minor breaches of the School's behaviour/discipline policies, students can be suspended for one or more fixed-term periods. The decision to suspend will be taken by the Head or Deputies acting on the Head's behalf.

Students may also be suspended if School fees have not been paid, or if parents treat the School staff unreasonably. The school will provide suitable work for students to do at home or in isolation at school during the period of suspension.

Before resorting to permanent exclusion or repeated suspensions, the School may use alternative methods for managing behaviour if appropriate. For example:

- a restorative justice process, whereby the harm caused to the 'victim' can be redressed
- a modified timetable to minimise exposure to triggers
- support from the Wellbeing team or Personalised Learning or external agencies, such as CAMHS or Children's Services.

A decision to exclude a student 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 if an exceptional 'one-off' offence has been committed.

The main categories of misconduct which may result in expulsion or removal are:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco
- theft, blackmail, physical violence, intimidation, racism and persistent bullying
- misconduct of a sexual nature
- supply and possession of pornography
- possession or use of unauthorised firearms or other weapons
- vandalism, including computer hacking
- tampering with any fire appliance or safety device
- persistent attitudes or behaviour which are inconsistent with the School's ethos
- other serious misconduct towards a member of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises

A student may also be required to leave if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the student, or of the School, that they remain at the School.

Parental co-operation forms part of the contract between the School and all parents of students at the School. A refusal to abide by the terms of an exclusion may be considered a breach of contract.

4. Appeals

Parents are entitled to appeal to the Board of Governors against any exclusion. A letter stating the intention to appeal and their grounds for appeal should be sent to the Clerk to the Governors at the School as soon as possible and certainly within 72 hours. A hearing with a panel of 3 Governors will be set up as quickly as possible, but within 10 days at the latest. The Governors' decision is final.

The School will continue to provide education for a student who remains on roll (except in cases of non-payment of fees where an agreement has not been reached); and in the case of an exclusion of more than 15 days, the School will consider:

- how the student's education will continue
- how their problems might be addressed in the interim
- re-integration post-exclusion. This will normally include an interview with both student and parent/carer.

5. Corporal Punishment and Restraint

In accordance with the law there is no corporal punishment allowed by the School. However, if authorised by the Head, a teacher or other member of staff, may use 'reasonable force' to prevent a student from:

- committing an offence
- causing personal injury or damage (including to themselves)
- engaging in any activity prejudicial to the maintenance of good order, whether during a lesson or at any other time.

The Head has authorised all staff to use reasonable force in the above circumstances.

6. Involvement of Parents, Staff and Students

Parents, Carers or Guardians will be involved in discipline cases as appropriate. The School expects to work in partnership with parents in encouraging good behaviour and positive habits.

The working of the School's policies and procedures will be discussed regularly at staff meetings. Staff will also be involved in discussions with students in form time. Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action.

The UN Convention on the Rights of the Child allows students who are capable of forming views the right to express those views. Where possible and appropriate, students will be involved in reviewing the School's behaviour and anti-bullying policies and procedures to reinforce self-discipline and positive work and behaviour patterns. The Deputy Head Pastoral is responsible for ensuring the positive contribution of students, including ensuring that the needs of SEND students are properly taken into account, and their participation in the consultation process is assured.

All disciplinary action will be applied fairly and consistently and in accordance with the School's Equal Opportunities Policy. Special consideration will be given to issues related to students with special educational needs or learning disabilities or difficulties and reasonable adjustments will be made for these students.

7. Expectations

The SWPS community is based on respect for one another. Students are encouraged to develop self-discipline and this is the main form of discipline within the School. All members of the School are expected to be proud of the community and supportive of one another and to accept the authority of members of staff. The School rules are set out in the Code of Conduct which can be found on Firefly - *SWPS Code of Conduct for Students*.

8. The Disciplinary Framework

The maintenance of good discipline is the collective responsibility of all members of staff. It is essential for the smooth running of the school, the maintenance of high standards and a caring community. All members of staff should be conversant with the school rules, procedures and conventions and take action in the event of unacceptable behaviour. More details about rewards and sanctions can be found in the *Good Behaviour Policy*.

9. Serious Misconduct

The following constitute examples of serious breaches of discipline which may lead to an exclusion from the School:

- Bullying of any kind
- Possession, supply or misuse of drugs or substances
- Inappropriate sexual or violent behaviour
- Purchase or consumption of alcohol or tobacco when in the School's care
- Smoking or being part of a group in which there is smoking (including e-cigarettes and vaping)
- Theft of property or identity

- Inappropriate or unpleasant use of phones, computers (including the internet, email and social networking sites) or other forms of communication
- Vandalism
- Serious or repeated disruption, disobedience, rudeness or unsafe behaviour
- Bringing the School into disrepute

This list is not intended to be exhaustive and it is possible that other breaches may result in exclusion. Persistent breaches or offences viewed as extremely serious may result in permanent exclusion from the School.

10. Screening, Searching and Confiscation

In the event of any requirement to search the property of individual students the school will have regard to the advice set out in the document [Searching, Screening and Confiscation Advice for Schools \(updated 2023\)](#) which explains the schools' powers of screening, searching and confiscation.

The School is able to confiscate any item that we have reasonable grounds for suspecting:

- poses a risk to staff or students
- is prohibited by the school
- is evidence related to an offence, this includes electronic data.

The School has the right to determine when the item(s) may be returned or to dispose of them. Advice will be sought from the police as appropriate.

11. Appendices:

The following appendix is available: *Appendix 1 – Details for Cases of Expulsion and Removal*.

12. Monitoring and Review

The Governing Body is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

This policy and appendix will be reviewed and updated annually by the Deputy Head Pastoral and Head or as events or legislation requires.

Next scheduled review: May 2026	
Last reviewed May 2025	
Key updates in this version:	<ul style="list-style-type: none"> • None