



SOLIHULL

Exclusion Policy

Owner: Executive Headmaster
Reviewer: Head of the Senior School
Head of the Prep School
Last Reviewed: January 2026

Version 5

1. Introduction

The Executive Headmaster, or in his absence, the Head of the Senior School, has full disciplinary authority over pupils in the school and can exclude a pupil for a fixed period of time (suspended) or permanently. A pupil may be excluded from the school if the Executive Headmaster reasonably believes that one of the following applies:

- Attendance, behaviour or progress is persistently and/or seriously unsatisfactory and is prejudicial to good order or school discipline or to the reputation of the school. This includes behaviour outside the school, in or out of term time.
- The pupil is unwilling or unable to benefit from the educational opportunities offered.
- The pupil has committed a serious breach of conduct.
- The pupil is subject to a police investigation or conviction.
- Such a sanction is necessary for the protection of other members of the school.
- It is in the best interest of the school, the pupil or other pupils.
- Parental/carer behaviour is unreasonable and adversely affects or is likely to affect the pupil's, other pupils' or staff well-being or to bring the school into disrepute.

In most cases, fixed term exclusion (suspension) will precede permanent exclusion, which will only be used when all other sanctions have been considered. However, in cases deemed to be sufficiently serious by the Executive Headmaster, permanent exclusion may, without prior escalation, be the outcome.

All aspects of the pupil's record at the school may be taken into account, as may any relevant safeguarding matters.

Exclusion may 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).

Fees paid or payable in respect of the pupil being excluded will not be refunded or remitted.

[Please refer to Section 7 of the school's parental contract for more details.](#)

2. Code of Practice

Designated senior staff may exclude a pupil for a fixed period of time (suspend). Parents will be informed and the fixed term exclusion will be recorded in the pupil's personal file. In some cases, a pupil may be sent home before the duration of the fixed term exclusion (suspension) is confirmed. The rationale for fixed term exclusion (suspension) is:

- To remove the pupil temporarily from a situation which requires further and unimpeded investigation.
- To create a breathing space for the pupil, parents and the school and, if necessary, to allow time to consider alternative strategies for meeting the pupil's needs.

- To formally involve the parents in discussion regarding the school's concern about the pupil's actions.
- To remind pupils and parents about the consequences of further breaches of conduct.

Once it has been decided that a fixed term exclusion (suspension) is to take place, the following process should be adopted:

- A pupil should not be sent home until the parents have been informed; this should be done at school, preferably with the pupil present. All relevant facts should be made available and the reason for the exclusion made clear. If the parents are unable to come to the school for whatever reason the pupil should be placed in an appropriate part of the school until a designated adult is able to collect the pupil.
- A letter should be sent to the parents confirming the reason for the exclusion, the exact length of the exclusion, the date of return to school, any further sanction, conditions for return (if appropriate) and, where necessary, the letter should indicate the consequences of any further breaches of conduct.
- All exclusions are reported to the Governing Body.
- The staff will be informed of the action taken.

Once exclusion has taken place, the school will be as supportive as possible to the pupil and parents. If the exclusion period is fixed (a suspension), the school will ensure that the pupil receives work to complete at home. This can be returned to Reception for marking, if appropriate. For pupils facing external examinations care will be taken to ensure that they are not disadvantaged by the exclusion. If the exclusion is permanent, the school will, if requested, make reasonable efforts to support parents to find the pupil another place of education. For very serious offences an external examination candidate may be required to sit the examinations elsewhere.

Permanent exclusion is the most serious sanction available and will normally only be used in serious circumstances and/or when other methods have been tried and found to have failed. Before a final decision is made on any permanent exclusion, the matter will be discussed with the Chair of Governors.

3. Review Procedure

The school will always offer the right of appeal to any pupil excluded or required to be removed from the school. If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

Any review will follow the procedures laid out in Stage 3 of the Parental Complaints Procedure, which includes the Appeals Procedure, and is available on the school website. For clarity, the pupil will remain excluded 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.

A request for a review must be put in writing to the Clerk to the Governors within fifteen working days of the date of the Executive Headmaster's letter confirming the exclusion.