

**Woodbridge School**  
**ADMISSIONS, DISCIPLINE AND EXPULSION POLICY**

**1 Policy Statement - Admissions**

Woodbridge School seeks to admit pupils into any year group who will best satisfy the criteria below, and will be within the guidelines of gender, diversity, orientation, SENDA or other such policies at the time in force.

**2 Procedure - Admissions**

Admission to the Senior School and The Abbey is by entrance examination and to Queen's House by formal assessment

Vacant places are offered to those who best:

- Through test or assessment show that they will reflect the academic standards of those in the appropriate year group at the time.
- Benefit from the wider education offered by the School.

The School reserves the right, in consultation with parents/guardians, not to offer places to those it considers would not benefit from the School's education, or whose presence might have a detrimental effect on other pupils.

In each case, decisions are made in full consultation with parents/guardians. However in the rare event of parents/guardians wishing to appeal against a decision, the School Complaints Procedure must be followed.

Admission procedures for Queen's House, the Abbey and Senior School (including at 11+, 13+ and 16+) are found in the prospectus.

**3 Policy Statement – Discipline and expulsion**

All pupils must observe the rules, regulations and policies of the School in force for the time being. If your son/daughter/ward is a day pupil under the age of 18, it is your responsibility to ensure regular and punctual attendance. The School will endeavour to ensure punctuality and compliance with the School's rules by boarders. The School is a community and parents have an obligation to exercise their influence over pupils to ensure, so far as possible, that the School rules are complied with and that the pupil derives the greatest possible benefit from membership of the School.

Good conduct and discipline in the School is the responsibility of the Headmaster under the direction of the Governors and he is assisted in performing his duty by the teachers and other staff of the School. By accepting a place at the School on behalf of your son/daughter/ward, you confirm your acceptance of the Governor's and the school's policy on disciplinary matters as referred to in this

Agreement (particularly in Appendices 1 and 2), in the Information for New Parents and in other published documents.

Infringements of School rules and disciplinary matters generally will be dealt with on a day to day basis by the Headmaster and staff of the School (or the Master of the Abbey where appropriate). In the case, however, of serious misconduct, the Headmaster has the right to suspend or expel a pupil. The Governors have adopted a procedure to be followed in cases of serious misconduct. The objective is to deal appropriately with the case in question but also to afford to the pupil his or her rights in natural justice. A copy of the disciplinary procedures forms part of this document and is in the Information for New Parents and available from the Registrar.

#### **4 Procedure – Removal (expulsion)**

The Headmaster may, in consultation with the Governors, require the removal of any pupil:

- (a) upon one full term's notice in writing;
- (b) upon shorter notice in writing if in the Headmaster's opinion your son/daughter/ward is unlikely to achieve a satisfactory overall standard in any examination for which he/she has been or would be prepared or if the School is unable to provide a course of studies or preparation for examinations or for the further education or vocational training reasonably desired by the pupil or by you;
- (c) without notice if the Headmaster considers that the pupil is not capable of profiting, or profiting further, from education at the School;
- (d) without notice if your son/daughter/ward or you are in breach of any of this Agreement or any of the policies, procedures, codes or conduct and rules referred to in this Agreement;
- (e) without notice if your son/daughter/ward or you is in serious or persistent breach of the School's disciplinary rules;
- (f) without notice if your son/daughter/ward's presence is adversely affecting other pupils;
- (g) without notice if the behaviour of a parent, family member or guardian is detrimental to the well being of any pupil, parent, guardian, School employee, Governor or member of public.

If the Headmaster is considering removal in any of the circumstances (b) to (g) above, he will do so in consultation with you so far as possible. If the Headmaster should notify you that he is considering removal on any of those

grounds, you agree that you will cooperate fully with him and, if necessary, arrange for attendance at the School for consultations.

The removal of your son/daughter/ward under (d) to (g) above will be treated for the purposes of payment of fees as a withdrawal of the pupil by you under Paragraph 11 above and therefore you shall be obliged to pay to the School one full term's fees in lieu of notice.

## **DISCIPLINARY RULES AND PROCEDURE**

### **Appendix 1**

1. The objective of this procedure is to establish fair methods of dealing with serious disciplinary matters within the School. Minor infringements of rules will be dealt with promptly by staff with the pupil with the positive aim of providing guidance or advice to correct the position. This may involve the imposition of minor disciplinary sanctions such as lunchtime and Saturday morning detentions.
2. Any case which appears to the Headmaster to be likely to lead to serious disciplinary action such as suspension or removal from the School will be dealt with by the Headmaster or his deputy. He will arrange to obtain the full facts which will be put to the pupil. He will also endeavour to notify the parents or guardian of the pupil so that they may be involved in the disciplinary procedure. The pupil will be asked to comment and to explain his or her view of the situation. Consideration will be given to the matters raised by the pupil and account will be taken of representations by, or on behalf of, the pupil concerned.
3. Depending on the seriousness of the facts revealed by the investigation, the Headmaster may or in his absence his deputy deal with the case in one of the following ways:
  - (i) case closed – no further action;
  - (ii) oral advice – not recorded;
  - (iii) oral warning – recorded;
  - (iv) formal written warning;or, where the facts appear to warrant more serious steps, the following action may be taken:
  - (v) suspension from the School for a period not exceeding ten days;
  - (vi) removal from the School with or without notice.

4. in implementing the procedure, the following provisions will normally apply:
- (i) the complaint will be fully explained to the pupil concerned;
  - (ii) the pupil will have the right to make representations and to be accompanied by a parent or friend at any disciplinary hearing (legal representation will not be permitted);
  - (iii) appropriate account will always be taken of the pupil's record and other relevant factors;
- (iv) written warnings will normally indicate the likely consequence of further misconduct or unsatisfactory performance and in the latter case will also specify the period over which the improvement is required;
- (v) warnings are to be disregarded for disciplinary purposes in the absence of further misconduct or unsatisfactory performance after the period specified by them, which is normally one year for a written warning;
- (vi) except for instances of gross misconduct, a pupil will not normally be removed from the School for a first act of disciplinary misconduct;
- (vii) in instances which appear to be particularly serious, or where further investigation or consideration is desirable, a pupil may be suspended from the School temporarily pending consideration of the case by the Headmaster. Any precautionary suspension of this kind will be reviewed as soon as possible and will not normally exceed three days;
- (viii) the provisions of the School's disciplinary and appeals procedure are not contractually binding upon the School. They are intended merely as guidelines which may be helpful in particular circumstances. The School reserves the right to leave out any or all of the stages of the disciplinary and appeals procedure where it considers appropriate. The School reserves the right to change any of the provisions of the disciplinary / appeals procedure (or a substituted procedure) by amendment, addition or deletion or by substitution of new rules or procedures from time to time at its discretion;
- (ix) the pupil will have the right to appeal against suspension or removal. The wish to appeal should be indicated in writing to the Headmaster within five days from the date on which the pupil was

notified of the decision with which he or she is dissatisfied. The appeal will be heard by a Sub-Committee of the Governors nominated by the Chairman of the Governors.

## **GROSS DISCIPLINARY MISCONDUCT**

### **Appendix 2**

Examples of gross misconduct for which a pupil will normally be summarily removed from the School (i.e. without notice) are set out below. The list not exhaustive but contains examples of the types of conduct which will normally result in summary removal. Other very serious misconduct will also lead to summary removal:

1. theft or unauthorised possession of property belonging to the School or to another pupil, a member of staff or the wider community;
2. conviction of a criminal offence relevant to the attendance at the School;
3. conduct, whether inside or outside the School which may adversely affect the School's reputation or which reflects on the pupil's suitability to remain as a pupil of the School;
4. drunkenness or disorderly conduct (including being under the influence of alcohol or unauthorised substances, or misusing substances) whilst in the School, engaged in extra-curricular activities or whilst identifiable as a member of the School;
5. violent behaviour or fighting in the School;
6. serious or persistent neglect of the pupil's duties, in particular, refusal or failure to obey the lawful instructions of a member of staff or follow the School's rules or code of conduct;
7. verbal, physical, emotional, written or electronic bullying;
8. disregard of the School's substance abuse policy for the time being in force;
9. vandalism.

Author(s):	SHC
Date:	September 2008, 09
Review Frequency:	Yearly
Review Date:	September 2010
References:	
Governor Agreement	

Checked by M R Streat 10/10/09