DISCIPLINE and EXCLUSIONS POLICY & PROCEDURES

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Policy Statement (1)

AKS Lytham recognises the importance of having arrangements in place to promote good behaviour and self-discipline and create an environment where pupils can feel safe and learn. To support such a learning environment, the school also ensures that appropriate sanctions are imposed when a pupil fails to meet appropriate standards of behaviour. For those pupils whose behaviour does not meet the standards expected, the school uses a range of sanctions, up to and including exclusion.

AKS Lytham recognises exclusion as an appropriate sanction; however permanent exclusion is generally only used as a last resort when a range of other strategies have been tried and exhausted. Most exclusions are the result of serious and/or persistent breaches of the school's discipline policy, but pupils may also be excluded if school fees have not been paid, or if parents treat the school staff unreasonably. A permanent exclusion for a serious breach (e.g. a one-off or first offence) is likely to happen in only the most serious of circumstances.

AKS Lytham seeks to ensure fairness and openness in the handling of exclusions, and exclusions are only ever issued by the Head or Senior Deputy Head/Deputy Head (Pastoral) with delegated authority in the Head's absence. Any decision to require the removal of a pupil or to permanently exclude a pupil will follow consultation with United Learning's, Director of Independent Schools. Any appeal against permanent exclusion/required removal will be dealt with under Stage 3 of the school's Complaints Procedure which can be found in the school's Complaints Policy.

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 the school's Behaviour Policy.

This policy was developed having regard to the following legislation and guidance:

- *Behaviour and Discipline in Schools 2024*
- *The Education (Independent School Standards) Regulations 2014*
- *Searching, Screening and Confiscation Advice for Schools (updated 2023)*
- *School Attendance (Pupil Registration) (England) Regulations 2024*
- *UK Equality Act (2010)*

This policy should be read in conjunction with the following school policies:

- Child Protection (Safeguarding) Policy
- Anti-Bullying Policy
- Drugs Misuse Policy
- Behaviour Policy
- Online Safety Policy

- IT Acceptable Use Policy
- Complaints Policy
- Rules, Rewards and Sanctions Document
- Search and Confiscation Policy
- Parent Terms and Conditions

An exclusion appeal process must also be provided for parents. All schools within UCST deal with an appeal against exclusion/required removal under Stage 3 of their Complaints Procedure and must therefore ensure that such appeals comply with Stage 3 of their published policy on complaints. The exclusion process draws on best practice, ensuring fairness, transparency and reintegration support where applicable.

The aims of this policy are:

1) To support the school's behaviour and discipline code.
2) To ensure procedural fairness and natural justice.
3) To promote co-operation between the school and parents when it is necessary for the school that a pupil is required to leave earlier than expected.

This policy is published on the school website and will be signposted to parents when pupils join the school and when it is updated. It is publicised such that pupils, parents, and all school staff are aware of the standards of behaviour expected and the range of sanctions available.

Policy Statement (2)

1) This policy applies to all members of the AKS Senior and Prep School community.
2) AKS implements this policy through adherence to the procedures set out in the rest of this document.
3) This policy is made available to all interested parties in accordance with our *Provision of Information* policy. It should be read in conjunction with the school's *Child Protection (Safeguarding) Policy, Anti-Bullying Policy, Drugs Misuse Policy, Behaviour Policy, Online Safety Policy, IT Acceptable Use Policy, Complaints Policy, Rules, Rewards and Sanctions Document, Search and Confiscation Policy, Parent Terms and Conditions*
4) The school 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 Opportunity* policy.
5) This policy is reviewed at least annually, or as events or legislation changes require, by the Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

Key Personnel

1) David Harrow: Headmaster
2) Amanda Ilhan: Head of Nursery and Preparatory School
3) Allan McKeown: Senior Deputy Head
4) Phil Hayden: Deputy Head (Pastoral)
5) Stephanie Gilluly: Clerk to the LGB

Definitions

The following definitions apply to this Policy:

- **Exclusion** – this term includes both fixed term (temporary) and permanent exclusions. Where the policy is referring to a specific type (i.e. fixed term or permanent) of exclusion, the wording will make this clear.
- **Required Removal -** refers to a formal process by which a pupil is asked to leave the school, not as a disciplinary exclusion, but because the school can no longer meet the pupil's needs or circumstances (including, by way of example, the behaviour or conduct of a parent) have made continued attendance untenable.
- **Suspension (internal) –** refers to a **fixed term exclusion** where a pupil is removed from their usual classes but remains on-site, supervised in a designated area. It is used to reflect the seriousness of an incident while maintaining continuity of education and safeguarding. Internal suspension is not a formal exclusion.
- **Suspension (external)** – refers to a **fixed term exclusion** which is a formal disciplinary measure where a pupil is temporarily excluded from the school premises for a specified number of days.
- **Parent** – In this document the term 'parent' is to refer to a parent, carer, guardian, or anyone with legal responsibility for the pupil.

Behaviour warranting exclusion

A non-exhaustive list of the main categories of misconduct which may result in permanent exclusion (including behaviour or conduct outside of school and, where applicable, online) include:

- bringing illegal, inappropriate or dangerous items into school including weapons, firearms, pornographic material and the supply/possession/use of certain drugs and solvents (or their paraphernalia or substances intended to resemble them), and alcohol and tobacco within the school premises or during school organised activities;
- removal of, or intentional damage to, school property;
- stealing from the school, employees of the school, or from other pupils;

- abuse of the school's computer systems or the internet;
- serious actual or threatened violence or physical assault against another pupil, member of staff, worker, or volunteer in the school;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy
- carrying an offensive weapon (defined as any item made or adapted for causing injury)
- verbal abuse, threatening behaviour, blackmail, physical violence, intimidation, fighting, bullying/persistent bullying (cyber-bullying) and/or harassment, including racial, sexual, or homophobic harassment (including non-consensual sharing of nudes or semi-nude images and/or videos including deepfakes) and/or abuse on the grounds of race, religion/belief, disability, SEN and any form of unlawful discrimination;
- committing a criminal offence;
- misconduct of a sexual nature;
- supply and possession of pornography;
- wilful defiance of the properly exercised authority of the school and its staff;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the school community
- deliberately tampering with any fire appliance or safety device or other serious breach of safety requirements likely to endanger other people or the pupil themselves;
- behaviour which brings the school into disrepute (single or repeated episodes) on or off school premises or acting in a manner deliberately to undermine the school's principles or ethos and/or which could have repercussions for the orderly running of the school.

Behaviour outside School

In addition to misconduct on the school site, the Head has the authority to make disciplinary decisions about behaviour taking place on trips, outings, sporting fixtures, or travel/movement in the vicinity of the school. Subject to the requirements of this policy and the school's Behaviour Policy, the Head may discipline pupils even if the circumstances giving rise to permanent exclusion, suspension (internal or external) or required removal occurs when the pupil is out of school.

By way of example, this may apply in the following circumstances:

- Misbehaviour when the pupil is:
  - taking part in any activity organised by the school, or related to the school:
  - travelling to and from school:
  - wearing school uniform: or
  - in some other way identifiable as a pupil of the school.

- Misbehaviour at any time, whether or not the conditions above apply, that:
  - could have repercussions for the orderly running of the school:
  - poses a threat to another pupil or member of the public: or
  - could adversely affect the reputation of the school.

In all cases, the above misbehaviour would apply whether it took place in person, over the telephone or online (including on social media).

Dealing with incidents of Misconduct

Screening, Searching and Confiscation

The school reserves the right to search pupils and their possessions and will ensure such searches 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 it has reasonable grounds for suspecting:

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

The school also 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.

Corporal Punishment and Restraint

In accordance with UK law no corporal punishment is allowed by the school. However, if authorised by the Head, a teacher or other member of staff, may use 'reasonable force' to prevent a pupil 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.

Reporting incidents to the Police

The school will usually report to the Police any activity which it reasonably suspects may amount to criminal activity which takes place either within the school grounds or outside of its grounds.

This will include:

- **Possession of items including (but not limited to) drugs, weapons or phones which are evidence of an offence.** Information and items will be passed to the Police as soon as possible. Any article that is reasonably suspected to be an offensive weapon will also be passed to the Police. If the school reasonably suspects a pupil may have taken drugs, then the school will seek immediate medical advice and involve the Police and/or Children's Services, where necessary and appropriate.

- **Where a pupil is suspected or alleged to have committed an offence, such as rape, assault by penetration or sexual assault**, the school's actions will be informed by the DfE guidance in *Part 5: Child-on-child sexual violence and sexual harassment* in *Keeping Children Safe in Education (2025*) and the starting point is that the Police will be informed. This will often be a natural progression of making a referral to Children's Services. In such circumstances, the school's Designated Safeguarding Lead (or a deputy) will lead the school's response, including ensuring there is appropriate support in place for all pupils involved, and will follow the local process for referrals to Children's Services and making reports to the Police. The alleged victim's parents will usually also be informed (subject to data protection and safeguarding considerations) of the incident and be told that the Police have been informed.

Exclusion from school

Parental co-operation forms an important element of the contract between the school and all parents of pupils at the school. A refusal to abide by the terms of an exclusion may be considered a breach of contract.

There are two types of exclusion:

1. Suspension – (external) – temporary exclusion

This is a temporary exclusion usually for a **fixed number of days**. The pupil should remain at home during this period (during which time the school will take reasonable steps to set and mark work for the pupil). An external suspension could be for example, for a period of between 24 hours and 5 days for very serious indiscipline or less serious offences, where

repeated punishment has proved ineffective. If an external suspension is ineffective, the Head may permanently exclude the pupil, or to require the pupil to be removed.

2. Permanent Exclusion

This is where the pupil is permanently removed from the school and the contract between the school and parents as contracting parties in relation to the excluded pupil is terminated. This may be related to a serious breach or persistent breaches of school rules or where, for example, parents have failed to comply with their contractual obligations under the Parent Contract.

Where a pupil is permanently excluded for breach of school discipline, in most cases, this will be after a wide range of alternative strategies have been tried without success. However, there will be exceptional circumstances where, in the Head's professional judgement, it might be appropriate to permanently exclude a child for a single serious breach (one-off or first offence). Examples of misconduct that might be considered as a serious breach are set out above in the section 'Behaviour warranting exclusion'.

Required Removal

Required removal is an option available to the Head as an alternative to permanent exclusion. The sorts of circumstances which could merit required removal are:

- The Head may require parents to remove a pupil when, in the professional opinion of the Head, there has been a breakdown in the relationship between the pupil and/or parent(s) and the school. This may arise through:
    - **A breakdown of trust and confidence between the school and the parent(s) as contracting parties with the school**. This may manifest itself in a number of ways, including (but not limited to):
        - unreasonable behaviour or conduct of parents which adversely affects (or is likely to adversely affect) their child's or other children's progress at the school, or the wellbeing of 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 parents obligations under the Parent Contract;
        - parent(s) not supporting the school in behaviour management;
        - vexatious behaviour, such as parents repeatedly bringing unsubstantiated and/or malicious complaints or allegations, and/or communicating with the school in person or in writing in a manner

which is deemed voluminous and/or relentless and/or confrontational and/or unreasonable and/or overly aggressive;
- discriminatory, bullying, harassing and/or abusive behaviour by parents towards school staff, pupils, or other parents (for example as a spectator at school fixtures);
- breaching the Parent Contract.

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).

- **A breakdown of trust between the school and the pupil**. This may manifest itself in a number of ways, including (but not limited to):
  - persistent misconduct such as unauthorised absence from school;
  - unsatisfactory attendance and, in the reasonable opinion of the Head, the removal is in the school's best interests and that of the child or other children;
  - when a pupil has brought a malicious or unjustified allegation against a member of staff;
  - 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;
  - other circumstances where the Head (after appropriate consultation) is satisfied that it is not in the best interests of the pupil, or of the school, that the child remains at the school.

The school reserves the right to impose sanctions for pupil conduct, poor attendance or behaviour which falls short of required removal, including but not limited to the imposition of a period of suspension (internal or external) or a warning (up to and including a final written warning).

These above examples are not exhaustive, and the Head will always consult with the Director of Independent Schools at United Learning before reaching the decision to require the removal of a pupil. Permanent 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).

Stages of Permanent Exclusion/Required Removal

The exclusions and required removal process of AKS Lytham follows published school policies and the Terms and Conditions of the contract with parents and will usually fall into **three stages**:

1. Investigation
2. Decision by the Head
3. Appeal Process: consideration of the Head's decision by a Stage 3 Panel *(if requested by parents)*

The initial decision on whether to exclude or require the removal of a pupil is for the Head to take. As part of considering each permanent exclusion/required removal, the Head must consult with the Director of Independent Schools at United Learning.

1. Investigation

All misbehaviour or disciplinary incidents will be dealt with by the school as soon as it is reasonably possible to do so. In the event of an incident of serious misbehaviour, an investigation will be carried out to establish the facts. Any findings of fact will be made on the balance of probabilities.

An investigation of a complaint or allegation about serious misbehaviour may be coordinated by the Deputy Head - Pastoral or other appropriate member of senior staff. The nature and level of investigation carried out by the school will depend on the circumstances of the case. Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being permanently excluded or removed.

In cases where required removal is being considered on grounds of absence, academic progress and/or ability to meet need, or where there are concerns related to parental behaviour and/or parents acting in breach of their contractual obligations, the school will collate relevant information to evidence the concerns in these areas.

In circumstances where the potential ground for removal or permanent exclusion relates to the conduct of the pupil or engages their safety or well-being, or where investigation may not be immediately possible (if, for example, the incident is complex), the school reserves the right to require the pupil to remain away from school as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime if they remain on school premises. In this case, the Head may issue a fixed term exclusion

(internal or external suspension) for a short period (normally up to a maximum of 5 school days) as a neutral act.

In this case the letter informing parents of the fixed term exclusion will clearly state that the reason for the fixed term exclusion is *"to allow investigation into an incident which may result in permanent exclusion"***.** This is intended to ensure that parents are clear that the fixed term exclusion is not, in itself, punishment for the incident under investigation.

Where any interviews of pupils take place, a pupil may be segregated while awaiting to be interviewed. The school may confiscate a pupil's digital devices or other personal belongings (as appropriate) for such a period as it is deemed necessary.

The school notes that it still owes a duty of care to any pupil who is suspended pending a disciplinary investigation. Therefore, the school will arrange for a member of staff to be present to support the pupil during any investigation process and due regard will be given to any vulnerability and/or SEND the pupil may have and appropriate additional support put in place. When a pupil is subject to a fixed term exclusion, the school will set work to be completed by the pupil during their period of absence.

Once concluded, the findings of the investigation will be presented to the Head for consultation and consideration.

1.1 Police Involvement and Parallel Criminal Proceedings

The process of investigation into misconduct, and any steps to exclude a pupil from school can, and should, run parallel with any criminal proceedings. However, in certain circumstances the school's own disciplinary process may need to be postponed pending the outcome of the Police investigation.

In such circumstances, AKS Lytham will liaise closely with the Police to avoid jeopardising any Police investigation, and an extended fixed term exclusion may be used (if appropriate). If relevant, the school will also follow its safeguarding procedures to avoid jeopardising any external investigation and will seek appropriate advice before taking any disciplinary decision.

2. Decision by the Head

Prior to any decision being taken by the Head to permanently 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 or ability to meet need) the parents without the pupil present.

Disciplinary decisions will be reached on the balance of probabilities e.g. it is more likely than not that the pupil committed a serious breach of school discipline. The pupil's previous disciplinary history may also be taken into account when reaching a decision. In exceptional cases, usually where further evidence not available at the time of the investigation has come to light, a fixed term exclusion may be extended and/or converted to a permanent exclusion. Similarly, the Head may choose to dismiss a fixed term exclusion in the light of new evidence. At all times, the Head will ensure any sanctions are appropriate and applied fairly. In reaching a decision, due regard will be had to any SEND the pupil may have and whether this may have contributed to the misconduct in question. Consideration will also be had to the school's obligations under the Equality Act 2010 where the pupil may be considered as having a disability.

2.1 Procedure for Pupils at Risk of Permanent Exclusion or Required Removal

Where the investigation has identified a case for which **permanent exclusion** or a **required removal** is a possible outcome, a **formal meeting** will follow.

The Head will convene a meeting to consider the matter and invite to attend the meeting:

- the pupil[1] (who may bring a trusted adult, who may be a member of staff, to support them);
- the pupil's parents (who may bring another adult to support them, but legal representation is not appropriate or permitted);
- a member of staff to take notes.

All attendees should receive at least 24 hours' notice for such a meeting. The Chair of the Local Governing Body (LGB) will be kept informed but will **not** take part in the process.

Prior to the meeting, wherever possible, certain documents will be made available to parents (to the extent appropriate) and which are relevant to the allegation, concern or circumstances and on which the school proposes to consider when reaching its decision.

Due regard will be had to confidentiality owed to other pupils and/or families and compliance with the school's data protection obligations. Therefore, any documentation or information provided may be redacted or a summary provided instead. Any written submission provided by, or on behalf of the pupil, should be passed to the Head at least one

[1] except in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour or ability to meet need

full working day before the meeting before the disciplinary meeting to allow sufficient time for the Head to review.

In circumstances where the school believes removal may be warranted because the school is unable to meet the pupil's needs, reasonably accommodate adjustments or reasonably provide the level or nature of support required, the school will collate relevant information and evidence (including where available and appropriate any external or expert evidence or assessments) and share these with the parents.

2.2 Proceedings

The process to be followed at the meeting shall be determined by the Head but should be as informal as possible. Where the pupil is in attendance at a disciplinary meeting, the meeting will be conducted in a manner appropriate to the age, understanding and maturity of the pupil involved, taking into account any additional needs of the pupil.

Notes will be taken by the school during the meeting, and a copy of the notes will be provided to the parents, if they request this. Parents may take their own notes of the meeting, but electronic recordings are not permitted.

Where a pupil is at risk of permanent exclusion as a disciplinary sanction, the pupil will have an opportunity to provide their account and both the pupil, and their parents will be able to ask questions. The pupil/parents will also be able to address the Head on the issue of sanctions.

In all meetings where permanent exclusion or required removal may be warranted, parents will be provided with a reasonable opportunity to share their views.

If the Head considers that further investigation is needed, the meeting may be adjourned, and the reason for this adjournment should be explained to the pupil (where present) and their parents.

2.3 Decision Letter

Whatever the outcome of the Head's decision, the Head will communicate their decision in writing as soon as reasonably practicable following the meeting, and usually within 3 working day of the meeting.

The Head's decision letter will make clear to parents the decision reached, the reasons for the decision (with reference to appropriate school policy and/or the terms of the contract, where applicable) and any right of appeal and how parents may exercise this.

Where the Head's decision is that a pupil is permanently excluded, the pupil is permanently excluded *unless and until* the decision is overturned (such as following a review by a Stage 3 Panel on appeal). This means that the excluded pupil will not be allowed back into school *unless* the permanent exclusion is reversed.

2.4 Leaving Status

If the Head decides that a pupil should leave the school, the pupil's parents *may* be consulted to determine the appropriate leaving status for that pupil (i.e. permanent exclusion, required removal or voluntary withdrawal by the parents). There is no obligation on the Head to consult with parents. If the parents make the decision to withdraw the pupil, there will be no right to appeal.

Pupils who have permanently left the school, irrespective of leaving status, should not be permitted to re-enter school premises without prior consent from the Head and may not be permitted to sit public examinations at the school, irrespective of the timing of the offence(s). The school may make arrangements for the transfer of any course and project work to either the leaving pupil, the parents or to another school.

3. Appeal Process

Upon notification of the Head's decision to exclude a pupil permanently or require a pupil to leave the school, parents may wish to appeal the Head's decision and request a Panel hearing under Stage 3 of the school's Complaints Procedure. The right to appeal does not extend to internal or external suspensions (whether pending an investigation or as a sanction) or where the parents withdraw the pupil.

3.1 Request for Review

If parents wish to appeal the Head's decision to exclude a pupil permanently or require a pupil to leave the school, the parents should do so **within 3 working days during the term time of the decision being notified to the parents**. In such a case, to provide certainty and to avoid matters becoming protracted, this timescale supersedes any timeframes provided for in the Complaints Procedure.

Any request for review should be sent to the Clerk to the Local Governing Body within the timeframe stated above and must clearly set out the grounds on which parents are asking for a review and the outcome that they seek. For clarity, the pupil will remain permanently excluded or removed from the school pending the outcome of the appeal.

3.2 Review Hearing (under Stage 3 of the Complaints Procedure)

As per Stage 3 of the Complaints Procedure, the review will be undertaken by two members of the Local Governing Body and at least one person who is independent of the school. None of the panel should have detailed prior knowledge of the case and parents will be notified in

advance of the names of the members making up the review panel. The meeting will take place within the timeframes set out in the school complaints policy.

Those present at the hearing will usually be:

- members of the review hearing and the Clerk to the Local Governing Body;
- the Head, and any relevant members of staff whose presence the Head considers to be necessary to secure a fair outcome for the pupil;
- the pupil (where appropriate):
- the pupil's parents and, if they wish, the parents may be accompanied by a friend or relation who is not legally qualified.

The review meeting is an internal procedure and all those involved, or who are concerned in the procedure, will be reminded to keep its proceedings confidential.

3.3 Conduct of the Review Hearing

AKS Lytham will follow the process set out in the Complaints Procedure when conducting a Stage 3 Panel Hearing. In addition, the following arrangements will be in place:

- The review hearing will be chaired by one member;
- As with the meeting, the review hearing will be conducted in an informal, non-adversarial manner appropriate to the age, understanding and maturity of the pupil involved (where they are in attendance), taking into account any additional needs of the pupil in all circumstances;
- Someone will be asked to take minutes of the hearing. This will usually be the Clerk to the LGB. A copy of the minutes can be provided to the parents after the meeting, if the parents so request;
- Parents may take their own notes of the meeting, but electronic recordings are not permitted;
- The Chair of the panel should ensure that all those present have the opportunity to ask questions and make appropriate comment;
- The Chair of the panel may at their discretion adjourn or terminate the hearing. If the hearing is terminated without a conclusion being reached, the original decision of the Head will stand.

3.4 Appeal Hearing Decision

The panel will consider the grounds for the review and may decide either to:

- uphold the decision of the Head and, if minded to do so, with agreement of the Head, discuss the pupil's leaving status (i.e. permanent exclusion, required removal, or withdrawal) with a view to reaching an agreement; or
- recommend the Head reviews their decision and, if minded to do so, recommend an alternative sanction;

- overturn the Head's decision and order reinstatement (either immediately or by a particular date);

A note of the panel's decision will be placed on the pupil's school record with copies of relevant papers.

The panel must inform the parents and the Head of their decision and the reasons for the decision. This will be in writing and within the appropriate timescales set out in the school Complaints Procedure.

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

Confidentiality

All those participating in the application of this policy including parents and pupils are required to keep all statements, correspondence, notes, and documents confidential, except where legally required to disclose them.

Responsibilities of Each School

The procedures followed should ensure fairness and openness in the handling of exclusions. Schools should follow this guidance and individual school policies and ensure compliance with their Terms and Conditions. This will reduce the chance of any successful legal challenge to the exclusion at a later stage.

Role of the LGB (Local Governing Body)

The United Learning Trust Charity Board has delegated powers to the LGB to review the Head's decision to permanently exclude a pupil. Where parents request an appeal hearing, two members of the LGB and the independent Panel member will consider any representation(s) about an exclusion made by the parents of the permanently excluded pupil under Stage 3 of the Complaints Policy.

Role of the Clerk to the LGB

The role of the Clerk to the LGB is to handle the administrative arrangements for considering permanent exclusions at an appeal hearing. The Clerk will not be a member of the LGB or the Heads' personal assistant. The Clerk will not contribute to the appeal hearing other than in an administrative capacity. Where reasonably possible, the Clerk will be experienced in permanent exclusion matters so that the appeal hearing process can progress smoothly.

The role of United Learning

United Learning does not have a decision-making role in exclusions for AKS Lytham. The Charity Board has delegated this responsibility to the Head. However, as part of considering each permanent exclusion, the Head must consult with the United Learning's, Director of Independent Schools (or delegated executive) before a decision is reached. Following the decision, if requested by the parents, is the appeal hearing panel which reviews the Head's decision to permanently exclude.

Deleting a pupil from the school roll

Where a pupil is permanently excluded or is required to leave, the pupil should not be removed from the school roll until such time as the timeframe for appealing the Head's decision has passed and/or the outcome of any Stage 3 panel appeal process is known.

A pupil who has been permanently excluded can lawfully be deleted from the admission register according to the grounds prescribed in the *School Attendance (Pupil Registration) (England) Regulations 2024*.

Recording and Monitoring

Where the school imposes an exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil's file. Where the decision to require removal was not due to the pupil's behaviour or conduct (e.g. because of the school's inability to meet need or unreasonable parent conduct), this will be clearly noted.

Details of all disciplinary sanctions are recorded on the school's Behaviour and Sanctions Log.

Updated	7th July 2026
Reason for changes	Annual review
Name of the owner	Allan McKeown – Senior Deputy Head/Phil Hayden – Deputy Head (Pastoral)/Amanda Ilhan – Head of Nursery and Prep School
Audience	Staff/School community
Location	Whole School Team and School website
Review date	July 2027