



WINCHESTER  
COLLEGE

## Suspensions, Exclusions and Termination of Enrolment Policy

Next Review Date: December 2026

Reviewer: 2M/JPC

Winchester College enjoys a strong and positive school culture, where good teacher / pupil relationships are nurtured and support for the School's values is encouraged through positive reinforcement wherever possible.

Poor behaviour will nevertheless arise and generally will be dealt with under the College's General Behaviour and Discipline policy [available here](#). This policy addresses the management of serious incidents, including those which might attract the most serious sanctions, such as suspension or exclusion, and other reasons for termination of a pupil's enrolment.

### Part 1: Serious Disciplinary Incidents

The contractual details of Suspensions, Exclusions and Termination of Enrolment (previously called Required Removals) may be found in Clause 7 of the Parent Contract with the School.

### Examples of Serious Disciplinary Incidents

Serious disciplinary incidents include (but are not limited to):

- physical violence;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- abusive, threatening or discriminatory behaviour;
- bullying, including cyber-bullying;
- committing a criminal offence;
- sexual harassment or misconduct;
- misuse of drugs, alcohol or other substances, including supply or possession;
- damage to property;
- serious misuse of technology, e.g. hacking, abuse of;
- theft or unauthorised possession of property;
- possession of illegal, inappropriate or dangerous items into School, such as drugs, weapons, firearms, pornographic material etc;
- serious or persistent lying, cheating, or truancy;
- misconduct likely to adversely affect the welfare of a member of the School community;
- misconduct likely to bring the School into disrepute; or
- persistent disruptive behaviour or breaches of the School rules and policies.

This is not an exhaustive list and other acts may also constitute serious disciplinary incidents, depending on the circumstances of the case.

### Sanctions for Serious Disciplinary Incidents

Sanctions imposed will vary according to the circumstances, including the nature of the conduct and the prior record of the pupil. The School is entitled to determine sanctions in its absolute discretion.

Examples of typical sanctions include:

#### **Verbal Warning**

- Formally recording a conversation with the pupil.

#### **Second Master's Caution**

- Issued by the Second Master and remaining in force for a period of three months (not counting school holidays). Further need for a Caution during this period will normally lead to a Major Warning.

#### **Major Warning**

- In force for 12 months.
- Further serious misconduct may result in exclusion.
- May be extended at the discretion of the Headmaster.

#### **Probation**

- In force for a specified period, at the end of which the Headmaster will decide to remove or extend the Probation, or to exclude the pupil.
- Probation may be for poor academic performance, or poor behaviour, or both.

#### **Final Warning**

- In force until the pupil leaves the School.
- Further serious misconduct will probably result in exclusion.
- May be imposed where a previous Major Warning has lapsed and further misconduct has occurred.

#### **Mandatory Leave**

- Pupil required to return home or to their guardian pending conclusion of an investigation or disciplinary process.
- Not a disciplinary sanction in itself, but may be required when the early stages of investigation suggest the pupil may have participated in serious misconduct.
- Applies whilst investigation of a potentially serious incident is underway.

#### **Suspension**

- Pupil temporarily excluded from the School for a period determined by the Headmaster.

#### **Permanent Exclusion**

- Pupil permanently excluded from the School from a time and date determined by the Headmaster.
- Parents are free to withdraw their child from the School at any time before the permanent exclusion comes into effect.

This is not an exhaustive list and a range of other sanctions may apply according to circumstances (e.g. a behavioural contract with the pupil, or regular room searches).

## Part 2: Termination of Enrolment

The School or the parents may exercise their rights to terminate enrolment according to the Parent Contract. This policy addresses two particular cases.

### Termination of Enrolment for Conduct of Parents

As set out in the Parent Contract, the School may terminate the contract of enrolment where the Headmaster considers in his/her discretion that the behaviour or conduct of a parent or parents:

- is unreasonable;
- is likely to adversely affect the progress of their child or another pupil;
- is likely to adversely affect the wellbeing of School staff;
- is likely to bring the School into disrepute; or
- is not in accordance with their obligations under the Parent Contract.

Examples of such behaviour include (but are not limited to):

- treating the School, a member of staff or a member of the School community unreasonably;
- communicating with the School in a manner which is aggressive, confrontational or unreasonably demanding;
- breaching the Parent Contract, or undermining the School's policies or its ability to function in an orderly manner;
- bringing the School into disrepute by things said or done.

This list is not exhaustive.

The School may, alternatively, impose requirements such as restricting a parent's access to School premises or events, or placing limits on communications.

### Termination of Enrolment for Attendance or Progress

As set out in the School's Parent Contract, the School may terminate a pupil's enrolment where the Headmaster considers in his/her discretion that the pupil's attendance or progress at the School is unsatisfactory and, in the reasonable opinion of the Headmaster, the removal of the pupil is in the best interests of the pupil, other children or the School.

The Headmaster may, alternatively, place a pupil on Probation for unsatisfactory attendance or progress. The Probation will remain in force for a specified period, at the end of which the Headmaster will decide to remove or extend the Probation, or to terminate the pupil's enrolment. Probation may be for poor academic performance, or poor behaviour, or both.

### Part 3: Procedures

The procedures, sanctions and other measures adopted by the School will vary according to the seriousness of the alleged behaviour. More serious incidents will be treated with greater formality and the School's approach will be informed by principles of procedural fairness.

In particular, where the alleged behaviour, if proved, may result in suspension, exclusion or termination of enrolment, the pupil and parents will be informed of the allegations and circumstances, and of the procedural steps to be followed in dealing with the matter. In these cases:

- the pupil and parents will be clearly informed of the nature of the incident and alleged behaviour;
- the pupil and parents will be given a reasonable opportunity to respond to the allegations; and
- the pupil and parents will be informed of the evidence on which the decision is based.

### Part 4: Appeal – Exclusion or Termination of Enrolment

In the event of a decision to exclude or terminate the enrolment of a pupil, the parents will be informed immediately and they may, if they wish, appeal the Headmaster's decision to the Warden and Fellows by letter. Any such letter must be submitted within seven days of the date on which the decision was communicated to the parents, and addressed to the Secretary to the Governing Body, the Bursar. An appeal against exclusion will be dealt with under the final stage (Stage 3) of the Complaints Procedure (Parents). The decision of the Warden and Fellows will be communicated to the parents, and is final.

There is no right of appeal for parents who voluntarily withdraw their child from the School.