



THE
PORTSMOUTH
GRAMMAR
SCHOOL

The PGS Exclusion Policy

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1. This is the Exclusion Policy of The Portsmouth Grammar School (**School**). The Governing body has overall responsibility for all matters which are the subject of this policy.
2. The school publishes a Behaviour and Relationships Policy that explains the school's overall values and approach as well as detailing rewards and sanctions used to promote positive behaviour.
3. Wherever possible, the positive aspects of any child should be emphasised. Any criticism should be constructive, and designed to enhance a child's feeling of self-worth and not to dispirit.
4. The following School policies, procedures and resource material are relevant to this Policy:
 - 4.1. The PGS Behaviour and Relationships Policy
 - 4.2. The PGS Smoking, Alcohol, Drugs and Substances Policy
 - 4.3. The PGS Anti-Bullying Policy
 - 4.4. The PGS Safeguarding and Child Protection Policy and Procedures (this and a number of other key policies can be found on the following link: <https://www.pgs.org.uk/about-us/policies-reports/policies>)
 - 4.5. The PGS Online Safety Policy
5. **Communication of decision to permanently exclude or require removal of a pupil**
 - 5.1. The Head will notify the parents of his / her decision to permanently exclude or require the removal of the pupil in writing, setting out the reasons for the decision.
 - 5.2. Notification will usually be made within five working days of the disciplinary meeting, and parents will be provided with a copy of this Exclusion Policy and the School's Parental Complaints Policy and Procedure which sets out the parents' right to appeal the Head's decision following the disciplinary meeting.
6. **Requesting an Appeal**
 - 6.1. If parents wish to appeal against a decision to permanently exclude or require the removal of their child, they should write to the Clerk to Governors at the School within five working days of the date of the Head's letter confirming his / her decision, or any longer period by agreement. If such a request is made, the pupil shall remain excluded until the appeal has taken place and either the sanction is upheld or a reconsidered decision made.
 - 6.2. The written request should include:
 - 6.2.1. full contact details for the parents; and
 - 6.2.2. details of all the grounds for appeal and the outcome desired.
 - 6.3. For the avoidance of doubt, a mere disagreement with the decision of the Head will not be sufficient ground for an appeal.
 - 6.4. If assistance with the request is required, for example because of a disability or unfamiliarity with English, this should be indicated in the request.
 - 6.5. The planning, conduct, appeal hearing and post appeal hearing issues are contained within the School's Parental Complaints Policy and Procedure.

6.6. Where the following words or phrases are used in this policy:

6.6.1. References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening School holidays, the School's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.

6.6.2. References to a **pupil** or **pupils** are references to a learner or learners aged 2 to 19 who receive their education at the School; where reference is made or intended to be made to a child or children who receive their education at the School, this will include those aged 2 to 19.

6.7. The School aims to resolve all complaints efficiently and promptly and parents are encouraged to bring any matter causing concern to the School's attention as soon as possible.

Appendix 1 Allocation of tasks and Version control

1. **Allocation of tasks:** with regard to the policy above, the governors have allocated tasks according to the table below:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Senior Deputy Head	As required, and at least termly
Monitoring the implementation of the policy	Senior Deputy Head	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Senior Deputy Head	As required, and at least termly
Seeking/receiving input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Senior Deputy Head	As required, and at least annually
Formal review	Governing Body	Every two years

2. **Version Control**

Date of adoption/approval of this policy	26 th June 2026 (Governing Body)
Date of last review of this policy	15 th May 2026 (Education Committee)
Date of pre-review	22 nd April 2026 (Pastoral Review Meeting / em) 20 th April 2026 (Senior Management Team)
Date for next review of this policy	Summer Term 2028
Review Schedule	Every 2 years
Policy author (SMT)	Senior Deputy Head
Status	ISI document to be made available
Report	Safeguarding and pastoral

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