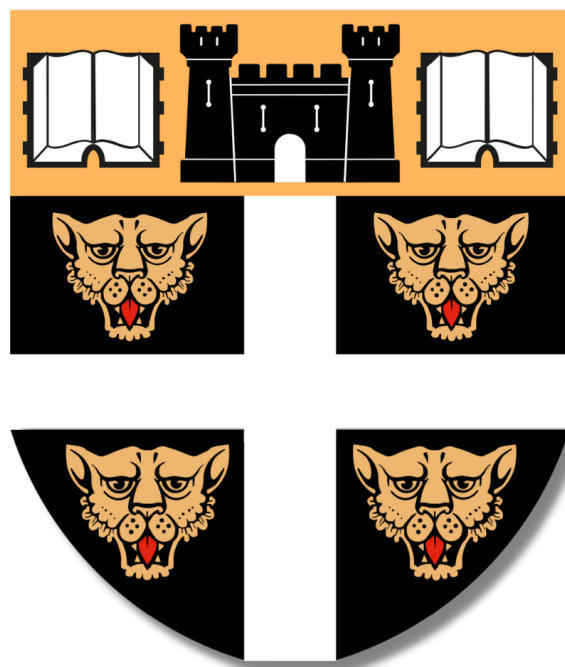


Discipline, Exclusions and Required Removal Policy

Dover College



Owner:	Headmaster	Date: August 2026
Approved By:	Chair of Council	Date: August 2026
Review Frequency	Annual	
Last reviewed on:	August 2026	
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Discipline, Exclusions and Required Removal Policy

Introduction

In this policy, “permanent exclusion” means Expulsion as defined in clause 8.10 of the Parent Contract, and “required removal” means Removal as defined in clause 8.10.

Permanent Exclusion - Expulsion

Expulsion is reserved for the most serious disciplinary cases. The Headmaster may expel a pupil where it is proved on the balance of probabilities that the pupil has committed a very grave breach of discipline or a serious criminal offence.

Conduct listed in this policy will not automatically result in Expulsion. The Headmaster will consider the nature, seriousness, context and impact of the conduct and all relevant circumstances.

Persistent misconduct or a series of less serious breaches may result in Suspension or Removal where the relevant contractual threshold is met, but will not ordinarily constitute Expulsion unless the cumulative conduct itself amounts to a very grave breach of discipline.

Required Removal - Removal

The Headmaster may require the permanent Removal of a pupil where the pupil has committed a breach or breaches of College rules or discipline for which Removal is considered the appropriate outcome.

Removal may be considered following a single serious incident or a series of incidents, including persistent misconduct which has not improved sufficiently following appropriate support, intervention, warnings or lesser sanctions.

Removal is distinct from Expulsion. Expulsion is reserved for a very grave breach of discipline or serious criminal offence, whereas Removal may be required in the broader circumstances set out in clause 8.13 of the Parent Contract.

Removal from boarding

In appropriate circumstances, the Headmaster may require the permanent Removal of a pupil from boarding without requiring their Removal from the College as a whole.

Before reaching such a decision, the Headmaster will consult the parents and, where appropriate, the pupil and will consider the pupil’s welfare, educational needs, home circumstances, immigration position, educational guardianship and the practical availability of a suitable day place.

A decision to require Removal from boarding is subject to the Governors' Review procedure on the same basis as a decision to require Removal from the College.

Temporary absence pending investigation

The Headmaster may require a pupil temporarily to remain away from the College at the home of their parents or educational guardian while an investigation is undertaken, or where the Headmaster considers that the pupil's presence may present a risk to the pupil or another person.

This is a precautionary and neutral arrangement. It is not a disciplinary sanction and does not imply that an allegation has been established.

The arrangement will be reviewed regularly and will last no longer than reasonably necessary. The College will explain the reason for the arrangement, provide an indicative timescale, make appropriate educational and pastoral arrangements and keep the parents informed.

Other circumstances

Circumstances in which the College considers that it may be unable adequately to meet a pupil's educational or special educational needs will be considered separately under the Parent Contract, the College's SEND Policy and applicable equality legislation. Such circumstances will not be treated as disciplinary misconduct.

This policy does not govern exclusion for non-payment of fees or failure to provide information concerning the payer or source of funds. Such matters are dealt with under clause 4.6 of the Parent Contract and are not disciplinary matters.

Sanctions for breaches of discipline that do not merit Exclusion or Require Removal

When poor behaviour is identified, sanctions are implemented according to the relevant Behaviour Policy. We have a range of disciplinary measures, which include:

- a verbal reprimand from a member of College staff
- reports to parents (which are always worded to be as constructive as possible)
- additional schoolwork or repeating unsatisfactory work until it meets the required standard
- the setting of written tasks as sanctions, for example, letters of apology or an essay relevant to the poor behaviour (e.g. the dangers of smoking)
- loss of privileges
- detention including during lunch-time, after school and at weekends
- regular reporting, including early morning reporting; scheduled homework and other behaviour checks; or being identified for behaviour monitoring.

Behaviour by pupils which may merit Exclusion or Required Removal

In accordance with the Parent Contract, the Headmaster may require the permanent Removal of a pupil from the College or from boarding where, after consultation with the parents and, where appropriate, the pupil, the Headmaster is of the opinion that:

- the pupil has committed a breach or breaches of College rules or discipline for which Removal is the appropriate outcome
- by reason of the pupil's conduct, behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or community life offered by the College
- one or both parents have behaved unreasonably, including by treating the College, its staff or another member of the College community unreasonably

A non-exhaustive list of the sorts of behaviour that could earn Permanent Exclusion or Required Removal (including behaviour or conduct outside of the College grounds) includes the following:

- physical assault against pupils or adults
- behaviour which puts the safety of the pupil, or any other person, in jeopardy
- verbal abuse/threatening behaviour against pupils or adults
- bullying, including cyber-bullying, as described in the College's Anti-Bullying Policy
- committing a serious criminal offence, or conduct which the Headmaster reasonably concludes would amount to a serious criminal offence whether or not criminal proceedings are brought;
- fighting
- abuse on the grounds of race, religion, belief, disability, SEN etc. or any form of unlawful discrimination
- sexual harassment or misconduct, including youth-produced sexual imagery
- drug and alcohol misuse, including supply, possession and use
- damage to property
- vandalism or computer hacking
- theft or unauthorised possession of any property belonging to the College, another pupil, or a staff member
- wilful damage to property;
- bringing illegal, inappropriate or dangerous items into College, such as drugs, weapons, firearms, pornographic material etc.
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the College community
- misconduct which brings or is expected to bring the College into disrepute

- persistent disruptive behaviour or breaches of the College's Behaviour Policies

Behaviour by parents which may merit Exclusion or Required Removal

In the College's Terms and Conditions (Parent Contract), the College may require the removal of a pupil in circumstances where the Headmaster considers in his discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; or adversely affects (or is likely to affect adversely) their child's or other children's progress at the College or the wellbeing of College staff; or brings (or is expected to bring) the College into disrepute; or is not in accordance with their obligations under the Parent Contract. A non-exhaustive list of the sorts of behaviour that could merit the required removal of a pupil on the grounds of unacceptable parental behaviour or conduct includes the following:

- treating a member of staff unreasonably
- making a malicious allegation about a member of staff or the College
- communicating with the College in person or in writing (directly or indirectly) in a manner which is deemed voluminous, relentless, confrontational, unreasonable, or overly aggressive
- behaving in a manner which adversely affects (or in a manner which is likely to affect adversely) the welfare of a member or members of the College community
- breaching the College's Terms and Conditions (Parent Contract)

The College 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 College, College events, communications with the College or the imposition of a warning, up to and including a final written warning.

Investigation procedure

The investigation will be conducted fairly and impartially by the Headmaster or an appropriately senior and impartial nominee.

The College reserves the right to require the pupil to remain away from College as a neutral act during an investigation. Alternatively, the pupil may be placed under alternative supervised arrangements within the College

The pupil will normally be informed of the substance of the allegation and given a reasonable opportunity to respond. The College will take account of the pupil's age, maturity, communication needs, vulnerability and any SEND or disability.

Before deciding upon Suspension, Expulsion or Removal, the College will consider all relevant individual circumstances, including the pupil's age and maturity, SEND, disability, physical or mental health, communication needs, religious requirements, safeguarding circumstances and any relevant pastoral information.

The College will consider whether the behaviour may have arisen from or been affected by SEND, disability, health, trauma, exploitation or another underlying need; whether appropriate

support and intervention have been provided; and whether reasonable adjustments are required to the procedure or proposed sanction.

SEND or disability does not prevent the College from addressing misconduct or taking proportionate action to protect others, but no decision will be taken on an unlawfully discriminatory basis.

Where the matter could lead to Expulsion, Removal or an offered Withdrawal, the College will make reasonable efforts to notify the parents or educational guardian of any disciplinary meeting with the Headmaster so that they may attend.

If the parents or educational guardian do not attend, the pupil will be assisted by an appropriate adult, usually a member of staff chosen by the pupil where reasonably practicable.

The parents and pupil will be provided with sufficient information about the substance of the concerns and material findings to enable a meaningful response. The College is not required to disclose confidential information or the identities of pupils or others who have supplied information where disclosure would be inappropriate, but will take reasonable steps to ensure that the process remains fair.

Findings of fact will be reached on the balance of probabilities. The Headmaster will normally communicate his decision in writing within five working days from the meeting.

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If the Headmaster considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil and their parents.

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Appeals against Exclusion or Required Removal

The College will always offer the right of appeal to any pupil excluded or required to be removed from the College. Any appeal against Exclusion will be dealt with under Stage 3 of the College's Complaints Procedure and should be made in writing to the Chair of Council, either directly or via the Bursar or School Office, within five working days of the pupil's Exclusion or Required Removal. A late request may be accepted where the Chair is satisfied that exceptional circumstances prevented an earlier application. The outcome of the appeal process is final, and there shall be no further right to appeal.

For this policy, "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and a half term.

Where the parents request a Governors' Review of Expulsion or Removal, the pupil will remain suspended from the College until the review procedure has been completed.

During that period, the pupil must remain away from College premises and activities and has no right to enter the premises without the Headmaster's prior written permission.

The College will make reasonable arrangements for the pupil's continuing education and pastoral welfare during this period, taking account of the circumstances of the case.

Where the parents accept the opportunity to withdraw before a Removal decision is made, no decision to require Removal will be made and there will therefore be no Removal decision to submit to a Governors' Review.

The financial and leaving-status consequences will be those set out in the Parent Contract.

The College will not pressure parents to withdraw a pupil as a means of avoiding a fair disciplinary process.