



Britannica International School
Budapest
an Orbital Education School



Exclusions Policy

Approved by:	RHoS
Last reviewed on:	August 2025
Next review due by:	August 2028



Introduction

Britannica International School Budapest has high expectations for student behaviour that are regularly reinforced to the students

High standards of behaviour are important in helping children feel safe at school and in helping them to learn well and achieve their potential. The school prides itself on maintaining a positive educational environment where learning and achievement are valued and students want to be successful. The school aims to build self-discipline and respect for others, but also has sanctions to deter students from misbehaving and disrupting the educational experience for others.

Rationale for Exclusion

Exclusion from school is the most extreme sanction and will only be used after careful thought and consideration. However, a decision to exclude a student will be taken in the following circumstances:

- When there is a risk to the safety and well-being of members of the school community
- When the continued attendance of a student at school has an adverse affect on the school's positive educational environment
- Where the student and/or parents fail to show a commitment to making good progress over an extended period of time or persistently infringe the academic honesty policy.

A decision to exclude a child from school is taken in consultaion with the Principal and may be used in cases of serious misbehaviour in school or on any school related activity. The school also reserves the right to discipline students for incidents which occur during non-school related activities, but which adversely affect the reputation or smooth running of the school.

Communication with Parents

As a school we strive to ensure that all students are clearly aware of our behavioural expectations and that positive behaviour by students is the expected norm. (See Secondary Behaviour Policy)

Where persistent negative behaviours are demonstrated by a student, the school will ensure that parents are kept clearly informed. In order to try and prevent persistent low level negative behaviours escalating to the point of exclusion, the school will meet with parents, document and present an account of events and agree actions to be taken by various parties.

If negative behaviours continue to persist, despite attempts to meet and resolve this, a letter should be sent to parents stating the concerns. Attached to the letter should be a copy of this Exclusion Policy, to warn parents of the procedures and options in place if the school identifies the need.



Types of Exclusion

There are three types of exclusion. In order of severity and seriousness these are:

- *Internal Exclusion* – this means a student will be allowed into school, but will be excluded from normal lessons. The student will work in isolation under the direct supervision of a senior member of staff
- *Fixed Term Exclusion* – this means a student is excluded from school for a specified number of days
- *Permanent Exclusion* – this means that a student will not be allowed back into school again

Reasons for Exclusion

Exclusion may be used for any of the following, all of which constitute examples of unacceptable behaviour:

- Persistent or cumulative unacceptable behaviour
- Persistent or cumulative lack of commitment to making the best of the opportunities to succeed in school
- Verbal abuse to any member of the school community
- Physical abuse or threat of physical abuse or attack on any member of the school community
- Bullying including cyber-bullying
- Damage to property
- Misuse or supplying of illegal drugs or other substances
- Theft
- Sexual abuse or assault
- Bringing a weapon to school

This is not an exhaustive list and there may be other situations where the school makes the judgment that exclusion is an appropriate sanction.

Considerations and Procedures for Fixed Term Exclusion

- Each case will be determined on its merit and the particular circumstances will be carefully investigated and considered. The degree of severity of the offence, the frequency of occurrence and the likelihood of re-occurrence will be taken into account, as will the student's previous record.
- If a student is to be excluded for the first time, the length of the fixed-term exclusion will normally be 1-5 school days. Longer periods may be used for a more serious offence or for a reoccurrence of misbehaviour following an earlier fixed term exclusion.
- Fixed-term exclusion may be used for a single occurrence of serious misconduct or



for persistent misbehaviour or lack of effort or commitment, or for serious and persistent infringements of the academic honesty policy.

- When the Principal or another senior member of staff has decided that there are adequate grounds for excluding a student, the parents will be informed as soon as possible, by telephone if this is available. Every effort should be made for the parent to come into school to discuss the incident and to collect the student. An email will be sent or a letter will be given to parents on the day of the exclusion and copied to Orbital Education. This email or letter will set out:
 - The reasons for the exclusion
 - The length of the exclusion
 - Notification to parents of their responsibility to ensure the child is adequately supervised during school hours
 - Notification that the child is not allowed on or near to school premises
- If a student arrives in school despite this process, the student will be asked to remain out of class, and the parents will be contacted immediately to remove the student from school. **See Model letter 1**
- The Principal has discretionary power to determine if it is appropriate for the school to set work for the student during a period of exclusion.
- Before the student returns to school, the Principal or a senior member of staff will normally meet with the parents to discuss the incident and future conduct. The Principal or senior member of staff may decide to impose conditions on the return or to draw up a home-school contract concerning the student's future conduct.

Considerations and Procedures for Permanent Exclusion

- The Principal has the final decision if a student is to be permanently excluded. This will be done in consultation with Orbital Education. If the Principal is temporarily absent from school and an incident occurs in which the appropriate Head of Primary/Secondary feels that permanent exclusion may be the appropriate response, they may exclude the student concerned for a fixed-term long enough to allow the Principal to consider the case on his return. During this time, it is advised that they keep in close communication with the Principal through appropriate means.
- Permanent exclusion is seen as a very serious matter and will only be used as a *last resort*. It is likely to be applied only after all other sanctions, including fixed-term exclusion, have failed to produce the desired response in the student. It may, however, be an appropriate response to a single incident of extreme misconduct, for example, extreme violence towards a fellow student or an assault upon a member of staff.
- Before taking the decision to permanently exclude a student, the Principal will inform Orbital Education of the incidents which have led to permanent exclusion being



considered.

Once a decision has been made, the Principal will inform the parents of a permanent exclusion immediately by letter and, if possible, by telephone. The letter will give parents with the opportunity and procedures to formally appeal against permanent exclusion. **See Model Letter 2** The letter will state:

- That the student has been permanently excluded
 - The reasons for the permanent exclusion
 - That parents have a right of appeal and give details of what should be done and by when
 - That a copy of this Exclusion Policy can be requested
-
- If requested, the Principal will make arrangements for an appeal committee to meet within fifteen days of the date of the exclusion. The appeal committee will be composed of three members who will hear the case. These will be:
 - The Head of Primary/Secondary
 - Representative from Orbital Education
 - Representative from another Orbital owned school (Via Zoom)
 - At least 7 days before the appeal parents should be provided with copies of the evidence which supports the decision.
 - The procedure followed at the hearing will be as informal as possible. It will normally follow the format set out below:
 - a. The Appeal Committee will meet jointly with the Principal, parents and the student.
 - b. The Appeal Committee will invite the Principal to give reasons for recommending permanent exclusion.
 - c. The parents will be invited to ask questions.
 - d. The parents will be given the opportunity to explain why they think permanent exclusion is inappropriate.
 - e. The Appeal Committee will have an opportunity to ask questions of the parents.
 - f. Both the Principal and the parents will be given an opportunity to sum up.
 - g. The Appeal Committee may wish to ask further questions of either the Principal or the parents.
 - h. The Principal, the parents and student will then withdraw from the meeting and allow the Appeal Committee to consider the case on their own.
 - The appeal committee will decide to:
 - a. Confirm the permanent exclusion
 - b. Order the immediate reinstatement of the student
 - c. Order a fixed term exclusion



Britannica International School
Budapest
an Orbital Education School



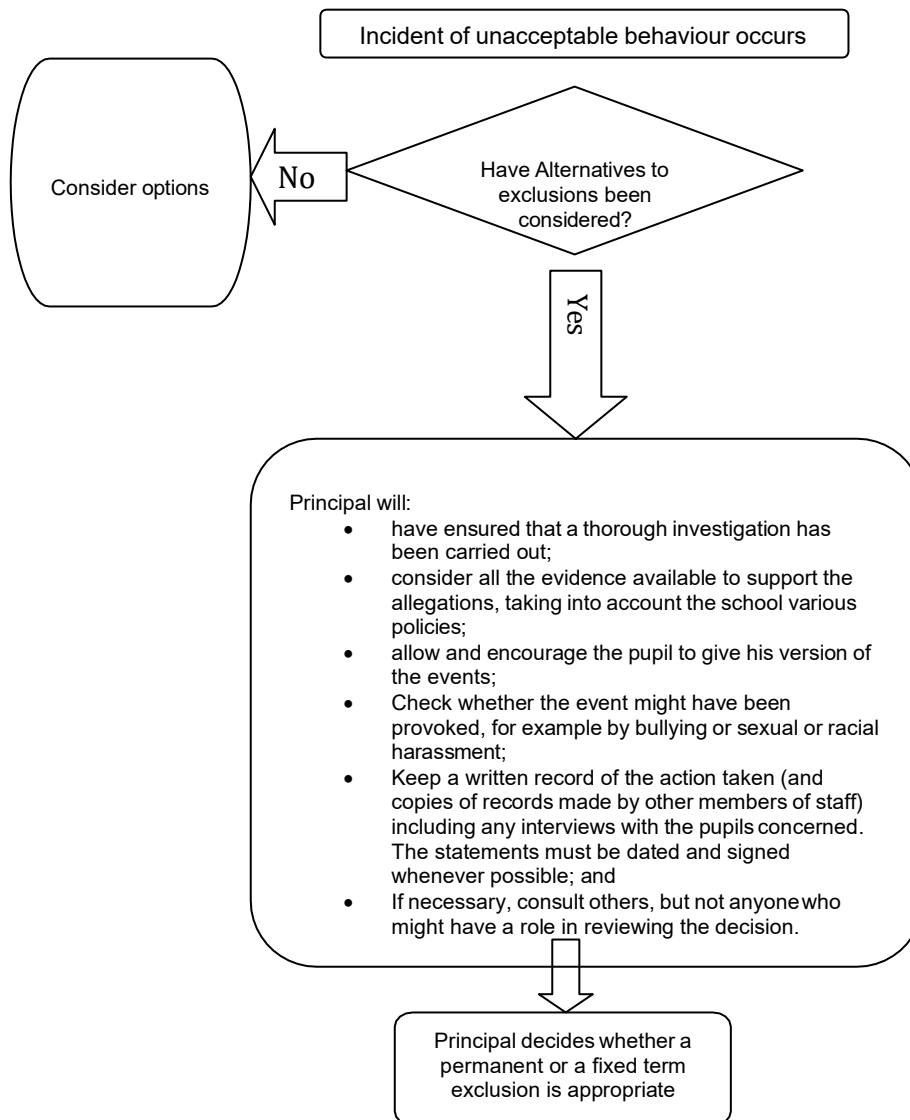
- The decision of the appeal committee will be communicated to the parents by email and letter on the same day. This decision is final and cannot be reversed.

School Fees

There will be no automatic refund of school fees following a fixed term or permanent exclusion. All outstanding fees will remain payable in full.



APPENDIX 1 – GUIDANCE WHEN CONSIDERING AN EXCLUSION





APPENDIX 2 – MODEL LETTERS

MODEL LETTER 1

NOTIFYING PARENT OF A FIXED TERM EXCLUSION

Dear **(Parents' Name)**

I am writing to inform you of my decision to exclude **(Child's Name)** for a fixed period of **(specify number)** of school days. This means that he/she will not be allowed in school for this period. The exclusion start date is **(date)** and the end date is **(date)**. Your child should return to school on **(date)** at **(time)**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **(Child's Name)** has not been taken lightly. **(Child's Name)** has been excluded for this fixed period because **(reason for exclusion)**.

During the period of exclusion it is your responsibility to ensure your child is adequately supervised during school hours and that under no circumstances must he/she be allowed into school or in the visible vicinity of the school premises.

(If the Principal uses discretionary powers to set work for the student)

We will set work for **(Child's Name)** to be completed on the days specified above during the period of his/her exclusion **(detail the arrangements for this)**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You and **(Child's Name)** are required to attend a reintegration interview with me **(alternatively, specify the name of another staff member)** on **(date)** at **(time)**. If that is not convenient, please contact the school to arrange a suitable alternate date and time. Please note that **(Child's name)** will not be able to return to school until after this meeting has taken place. The purpose of the reintegration interview is to discuss how best to manage your child's return to school.

Yours sincerely

Principal



MODEL LETTER 2

NOTIFYING PARENT OF A PERMANENT EXCLUSION

Dear **(Parents' Name)**

I regret to inform you of my decision to permanently exclude **(Child's Name)** with effect from **(date)**. This means that **(Child's Name)** will not be allowed back into this school.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **(Child's Name)** has not been taken lightly. **(Child's Name)** has been excluded because **(reasons for the exclusion – include any other relevant previous history here)**.

You will now need to make alternative arrangements for **(Child's Name)**'s education.

You have the right to appeal against this decision. If you wish to appeal please notify **(name of School Secretary)** of your wish to appeal including your grounds of appeal in writing to **(email address)** by no later than **(specify the latest date – the 10th school day after the date of the permanent exclusion)**. If you have not lodged an appeal by this date your right to appeal will lapse. Once the request for an appeal has been received you will be supplied with the details of the appeal procedure and a copy of the recorded evidence which supports this decision.

Yours sincerely

Principal