

Farrowdale House

INDEPENDENT PREPARATORY SCHOOL

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Exclusion Policy

1 Introduction

1.1 This policy outlines the use of exclusion as a sanction by the Headteacher when dealing with certain cases of misbehaviour. The aim of this Policy is to ensure procedural fairness and natural justice and to promote co-operation between the school and parents when it is necessary to consider exclusion as a sanction. All schools have the legal right to impose reasonable sanctions if a pupil misbehaves. Corporal punishment or the threat of corporal punishment is illegal and will never be used. This policy applies to all pupils, including those in the Early Years.

1.2 The insistence on high standards is based on the following principles:

- The foundation of mutual respect
- A focus on commending positive behaviour
- Consistency and fairness
- Affirmation of the value of the individual whilst acknowledging the inappropriateness of some behaviours

These principles are backed up by a system of rewards and, where necessary, appropriate sanctions, the most serious of which are laid out below and which are covered by this policy. This policy should be read in conjunction with the Parent Contract and the School Behaviour Policy.

1.3 The sanctions available to the Headteacher:

- Suspension (also known as a Temporary or Fixed Term Exclusion) – when a pupil is sent home for a limited period either as a disciplinary measure or to allow for the investigation of an allegation of serious misbehaviour.
- Expulsion (also known as a Permanent Exclusion) – when a pupil is required to leave the school permanently.

The school may also operate a system of 'internal exclusion'. Despite the term, internal exclusion is not registered as a formal exclusion as the pupil is not sent home from school.

1.4 The main types of behaviour which may result in one of the above sanctions are as follows:

- Breach of school rules
- Persistent disruptive behaviour
- Persistent attitudes or behaviour which are inconsistent with the ethos of the school
- Theft, blackmail, physical violence, threatening behaviour, drug abuse, alcohol abuse, smoking, vaping, intimidation, racism, bullying, including cyber bullying
- Misconduct of a sexual nature, including sexting; supply and possession of pornography or indecent images
- Inappropriate use of social media and/or technology, including serious cases of bullying
- Possession or use of unauthorised firearms or other weapons
- Damage to property, vandalism and computer hacking
- Malicious accusations against a member of staff
- Use of discriminatory language
- Cheating, including plagiarism
- Sexual harassment
- Sexist, racist, homophobic or transphobic abuse
- Supply, possession or use of certain drugs and solvents or their paraphernalia or substances intended to resemble them and alcohol and tobacco
- Other serious misconduct toward a member of the school community or which brings the school into disrepute (single or repeated episodes), on or off the school premises including, among others, on social media or any other means such as the publication of, or participation in the publication of, defamatory press articles.

Exclusion can also be used where one of the following is evident:

- Parental breach of contract with the school
- Parents causing serious or repeated nuisance on the school premises, acting aggressively towards staff (including via social media or electronic communication) or bringing the school into disrepute including, among others, on social media or any other means such as the publication of, or participation in the publication of, defamatory press articles.
- Serious disagreement (on the part of the parents or the pupil) with, or contravention of, the school's policies on social inclusion, diversity or equality
- Parents not respecting the principles of the School

- Failure to make payment or serious delay on the payment of the Fees.

1.5 The above is not an exhaustive list and there may be other situations where the Headteacher makes the judgement that exclusion is an appropriate action.

1.6 In most cases, suspension will follow a single offence against the expectations of the school's Behaviour Policy. However, suspension may also be the result of a series of less serious offences, where repetition of these offences indicates the pupil's unwillingness to conform to an acceptable pattern of behaviour. In such cases, parents will have been consulted before a decision to suspend is reached in an attempt to correct the behaviour. The school should be able to provide evidence of the support offered to the pupil before a decision to suspend is made, in particular where the misbehaviour may be in part affected by any SEND needs.

1.7 The school will also consider whether a child's behaviour gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff will follow the school's Safeguarding Policy. The school will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs and whether a referral to Children's Social Care is appropriate.

1.8 In certain circumstances, the Headteacher may at her discretion expel a pupil for a first offence which is considered sufficiently serious to warrant such a step. A pupil may also be required to leave if, after all appropriate consultation, the Headteacher is satisfied that it is not in the best interests of the pupil, or of other pupils at the school, that he/she remains.

1.9 A pupil who is found to have made malicious allegations against a member of school staff will be managed in accordance with this policy, which may result in expulsion from the school.

2 Suspension (Fixed-Term Exclusion)

2.1 Only the Headteacher (or a member of staff acting on their behalf) can suspend a pupil. Before deciding to suspend a pupil, the Headteacher must ensure that an initial and immediate assessment of the incident(s) is made, which led to consideration of suspension.

2.2 Once a decision has been reached to suspend a pupil, the Headteacher must inform parents without delay, in person (wherever possible) or by telephone. The Headteacher will also write to confirm the suspension and provide clear reasons for the suspension and the length of time the pupil is to be suspended for. The reasons may include a cooling off period for the pupil and time for a full investigation to take place.

2.3 A full investigation must be recorded and the notes concerning the investigation placed in the pupil's file.

2.4 For clarity, there is no right of appeal against a suspension or against the reasons given for the suspension in the accompanying letter. A suspension can last anything from 1 school day

to 5 school days depending on the severity of the incident. No more than 15 days of exclusion can be given in one academic term.

2.5 Work will generally be set for a pupil to do at home during the period when they are suspended for more than one day. In addition, consideration must be given to any relevant problems arising from the suspension especially if there are any safeguarding concerns, such as lack of appropriate supervision during the period of the suspension.

3 Expulsion (Permanent Exclusion)

3.1 A pupil may be expelled at any time if the Headteacher is satisfied that the pupil's conduct, whether on or off school premises or in or out of term time, has been prejudicial to good order, school discipline or to the reputation of the school. The school and the Headteacher will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in very serious circumstances.

3.2 In making a decision about expulsion, the Headteacher will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case.

3.3 Only the Headteacher (or a member of staff acting on their behalf) can expel a pupil and before doing so he will follow the same procedure as for suspension. Before expelling a pupil, the Headteacher must seek advice from the Proprietor.

3.4 Some parents, may, after due consideration, prefer to voluntarily withdraw their child from the school rather than deal with the consequences of an expulsion. However, it must clearly be understood by all parties that the Headteacher reserves the right to insist on expulsion.

3.5 When a pupil is expelled from the school, the school should notify the local authority within 24 hours of notifying parents.

4 Discretion

4.1 The decision to expel or suspend a pupil and the manner and form of any announcement regarding such a decision should be at the sole discretion of the school, acting on the recommendation of the Headteacher. In no circumstances should the school or its staff be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to the suspension or expulsion of a pupil, or which the Headteacher has acquired during an investigation.

5 Access to the School

5.1 A pupil who has been suspended or expelled from the school has no right to enter school

premises, to be on school grounds or attend school trips without the written permission of the Headteacher.

6 Involvement of External Agencies

6.1 The school will report to the police anything they believe may amount to a criminal activity.

7 Decision of Expulsion

7.1 A decision to expel a pupil is not taken lightly and before it is reached the Headteacher will have given careful consideration to all the evidence collected and provided and of any representations by the parents.

7.2 , The decision of the Exclusion is final.

8 Leaving Status

8.1 When a pupil is expelled or when parents have made the request to leave, the leaving status will be one of the following: 'expelled' or 'withdrawn by parents'.

8.2 Additional points of leaving status to be decided include:

- the form of letter which will be written to the parents and the form of announcement in the school that the pupil has left;
- the form of reference which will be supplied for the pupil;
- the entry which will be made on the school record and the pupil's status as a leaver;
- the conditions, if any, under which the pupil may re-enter the school premises in the future;
- financial aspects: payment of any outstanding fees and extras.

9 Terminology

9.1 'Parent' includes one or both the parents, a legal guardian or education guardian.

10 Equality

10.1 The application of this policy is non-discriminatory, in line with equality legislation.

11 Application of this Policy

11.1 The policy applies to all pupils at the school, whether or not in the care of the school, including those in our EYFS setting. This policy does not cover cases when a pupil has to leave because of ill-health, non-payment of fees or withdrawal by his/her parents.

12 Availability of this Policy

12.1 This policy is available to parents and prospective parents on request from the School Office and can also be accessed on the website.

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