

Exclusion Policy

Applies to Prep and Pre-Prep

Reviewed and approved:	Deputy Head Pastoral
	September 24
Next review due:	September 25



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This policy is to be read in conjunction with the following policies:

Behaviour Policy and Safeguarding Policy

TEMPORARY EXCLUSION AND PERMANENT EXCLUSION

Temporary or permanent exclusion is within the authority of the Head only. This would only happen as a consequence of a child's failure to respond to the measures outlined in the Behaviour Policy (Prep and Pre-Prep), in which case parents would have been warned in advance of this possibility, or as a result of a disciplinary breach of very serious proportions.

Exclusion for behavioural reasons would only follow at least one period of temporary exclusion unless the breach of discipline (within or beyond school) was so serious that the removal of a child was deemed to be in the school's best interests or those of the child or other children.

Reasons for removal of a child may include the bullying of other children, persistent non-attendance of the child without good reason, possession of or use of alcohol or illegal substances, persistent refusal to conform to the school's behavioural expectations or the school's inability to guarantee the safety of the child or other children or the school.

In such circumstances, the school would act fairly and properly in deciding whether a child must be removed from the School and wherever possible would seek the agreement of the parents before a decision was taken.

Where a child is temporarily excluded, the school shall ensure that sufficient work is set for the child to complete during the period of exclusion, in order that the child may continue to receive an education.

Equality

The school will make reasonable adjustments for managing behaviour which is related to a child's protected characteristics. Where exclusion needs to be considered, the school will ensure that a child with a disability or special education is able to present their case fully where their disability or special educational needs might hinder this.

Delayed Effect

A decision to expel or remove a child shall take effect seven days after the decision was first communicated to a parent. Until then, the child shall remain suspended and away from school premises. If within seven days the parents have made a written application for a Review by the Governors, the child shall remain suspended until the review has taken place.

Request for Review

A child or his/her parents may make a written application for a Governors' Review of the Head's decision:

- to expel or require a child to leave
- where a decision has been made to suspend a child for eleven school days or more
- where the suspension would prevent the child from taking a public examination.

The application must be received by the Clerk to the Governors within five working days of the decision being notified to a parent, or longer by agreement.

The Review Panel will follow the procedures laid out in Stage 3 of the School's Complaints Policy.

The role of the Review Panel is to consider the representations made as outlined below and to make recommendations to the Head accordingly. It is not within the powers of the Review Panel to reinstate a child's place at the school against the wishes of the Head. The Review Panel may either uphold the Head's decision or refer the decision back to the Head with recommendations so that the Head may consider the matter further.

The Review Panel's recommendations will be notified, with reasons, to the Head and the parents by the Chairman of the Review Panel or the Chair of Governors by letter or telephone as soon as reasonably practical, and where possible within three working days of the meeting. The Head will provide their response to those recommendations in writing, where possible within 48 hours of the receipt of the Review Panel's recommendations. The Head's decision will be final.

Leaving Status

If a child is expelled or required to leave, his/her leaving status will be one of the following: "expelled", "removed" or "withdrawn by parents".

Additional points of leaving status include the following which will be determined by the Head:

- The form of letter which will be written to the parents and the form of announcement in the School, and House, that the child has left.
- The form of reference which will be supplied for the child.
- The entry which will be made on the school record and the child's status as a leaver.
- Arrangements for transfer of any course and project work to the child, his/her parents or another school.
- Whether (if relevant) the child will be permitted to return to school premises to sit public examinations.
- Whether (if relevant) the School can offer assistance in finding an alternative placement for the child.
- Whether the child will be entitled to leavers' privileges.
- The conditions under which the child may re-enter school premises in the future.
- Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

Some children do experience significant difficulties, most often as a result of significant underlying unhappiness. The aim of the School is to try and resolve the cause of any unhappiness which might otherwise express itself in unacceptable behaviour. The support of parents in this respect, and with regard to any sanctions reasonably imposed by the School, is essential to the children's security and development.

With all matters of discipline, it is essential that they are seen as part of the education of the child, are understood within the whole context of a child's circumstances, are recorded in the child's file as appropriate, are communicated to the relevant staff and are discussed, as necessary, with parents.