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Agreed by Directors and Available to Staff – May 2022

To be reviewed – Annually

EXCLUSIONS POLICY

Legal Status:

Regulatory Requirements, Part 3, Paragraph 9 and Exclusion Element of Part 6 (24)(3)a of the Education (Independent School Standards) (England) Regulations 2014.

Applies to:

- The whole school along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and non-teaching), the directors and volunteers working in the school.

In our school the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and proprietor.

Relevant Documents:

- Anti-bullying
- Safeguarding Children - Child Protection Policy
- Behaviour and Discipline Policy

Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, and on request a copy may be obtained from the School Office.

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Head. The Board of Directors undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Exclusions Policy

St George's Preparatory School will apply its behaviour policies in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely. Ultimate sanctions at St George's are:

Suspension = Fixed Penalty Exclusion

Expulsion = Permanent Exclusion

Neither sanction is used lightly. The power to suspend or expel a pupil can only be exercised by the Head or the designated acting head teacher (the senior teacher in the head teacher's absence). If the Head excludes a pupil, the parents are informed immediately, giving reasons for the exclusion. At the same time, in the case of a permanent exclusion, the Head makes it clear to the parents that they can, if they wish, appeal against the decision to the Chairman of the Board. The school informs the parents how to make any such appeal.

Serious Offences and Exclusions

Serious offences are those that may have a significant impact on the individual pupil or others in the school. Examples include:

- Severe or persistent bullying, racism or harassment.
- Stealing.
- Extreme or persistent violence, actual or threatened, against a pupil or member of staff.
- Sexual abuse, assault or activity.
- Smoking, illegal drugs (possession and/or use) or alcohol (consumption or possession).
- Significant vandalism.
- Going out of bounds.
- Persistent misbehaviour when normal disciplinary measures have failed.
- Carrying an offensive weapon.

Procedure to be followed

- Parents must be informed immediately by phone with a follow up letter.
- A copy of a sheet entitled 'Advice for Parents/Carers' (Appendix A) will be attached to the letter.
- Parents must be notified of their right to appeal.
- St Georges will ensure that arrangements are in place for work to be sent home.
- Arrangements will be made for a return to school interview that includes the parents/carers.
- A re-integration support plan will be put in place.

All cases of exclusion will be treated in the strictest confidence on a need to know basis and are not to be discussed outside the school

Responsibilities of the School

If the School commences an investigation which may lead to a fixed term temporary exclusion or to permanent exclusion the Head must inform the parent without delay. Before resorting to exclusion the School will normally try alternative solutions. Parental contact will ideally be made by telephone, the telephone call being followed by a letter within one school day. The letter will include information about:

- The nature of the offence and the results of any investigation to date.
- That the sanction of a fixed term temporary exclusion or permanent exclusion may be imposed.

- In the case of a permanent exclusion the parents' right to state their case to the Head and if that is not satisfactory then to the Board and whom they should contact to do this, including the latest date that the parent may give a written statement to the discipline committee.
- The parents' right to see their child's school record and the Head must comply with such a request within 15 school days, although in exclusion cases compliance should be prompt.

The Head may not suspend a pupil for more than 5 days or an aggregate of 15 days in any school term without the agreement of the Board of Directors.

In the case of permanent exclusion, agreement in writing will be obtained from the Chairman of the Board insofar as it does not conflict with the impartiality of any Appeals process.

Where reasonable adjustments to policies and practices have been made to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason. The decision to exclude for a fixed term will be notified to the parent in writing with reasons. If the School determines that a pupil should be excluded for a fixed period, the Head will provide the parent in writing with information as to:

- The period of the Fixed Term Exclusion.
- The arrangements, such as setting work, to allow the pupil to continue their education during the Fixed Term Exclusion.

If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed period Temporary Exclusion or to convert it into a Permanent Exclusion, the Head will write again to the parent with the reasons for this decision. The decision to exclude a pupil permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or an exceptional 'one-off' offence has been committed. Parental cooperation forms part of the contract between the school and all the parents at the school. The correspondence will be easily intelligible and in plain English.

Appeals

If parents or guardians wish to appeal against a permanent exclusion, then they must do so to the Chairman of the Board in writing, within one week of the letter notifying the parents or guardians of the exclusion. The Chairman of the Board will establish an Appeal Panel to consider the appeal.

The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents or guardian may bring a representative to the meeting. All letters and documents relied on by the Head shall be made available to the parents or guardian prior to the hearing. The parents or guardian or their representative may ask questions of the Head or may raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or guardian or their representative, or in the absence of the Head. At the conclusion of the

hearing, the Panel shall retire to consider what recommendation it may make. The Panel may recommend:

- The permanent exclusion is confirmed
- The permanent exclusion is rescinded
- The permanent exclusion be rescinded and replaced with an alternative sanction.

The recommendation shall be communicated to the parents or guardian and the Head. Every pupil has a right to confidentiality – it will be kept in the strictest confidence and only disclosed to those who need to know. We appreciate that such sensitive matters must be dealt with in confidence. If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed period temporary exclusion or to convert it into a permanent exclusion, the Head will write again to the parents with the reasons for this decision.

APPENDIX A EXCLUSION FROM SCHOOL

INFORMATION AND ADVICE FOR PARENTS / GUARDIANS

What is exclusion?

This is a disciplinary measure that the head teacher of a school uses to deal with incidents of serious misbehaviour. St George's Preparatory School will apply its behaviour policies in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely.

Ultimate sanctions at St George's are:

Suspension = Fixed Penalty Exclusion

Expulsion = Permanent Exclusion

What can a pupil be excluded for?

An exclusion usually follows incidents where a pupil's behaviour consistently falls below expectations and the school has tried a range of other sanctions and strategies to improve the behaviour. However, one particularly bad incident of misbehaviour could justify an exclusion.

What can a pupil not be excluded for?

An exclusion would not be an appropriate response to:

- Unauthorised absence, non-attendance or lateness;
- Minor incidents (eg failure to do homework, breaches of the school's uniform policy, breaking a "home-school agreement").

Who can exclude?

Only the head teacher, or the designated acting head teacher (the senior teacher in the head teacher's absence), can exclude a pupil.

What happens when a pupil gets excluded?

The head teacher will try and contact you immediately by telephone and will also write to you. The letter will give full reasons for the exclusion and will inform you of:

- The length of fixed period exclusion (date and time of return)
- Your right to state your views about the exclusion to the Board of Directors
- Who to write to and by when.

The school will set work whilst your child is excluded and make arrangements for you to collect and return it for marking.

How do I give my views to the Board?

If you feel that the head teacher has acted unreasonably in excluding your child you should write to the Chairman of the Board within seven days. The Chairman's details will be in the head teacher's letter.

For any exclusion totalling up to five days in any term the Chairman will not be required to call a meeting. They will discuss your concerns with the head teacher and will either support the exclusion or record their concerns about the exclusion on your child's school file.

If your child is excluded for a total of more than five days in any one term you have a right to meet with a representative of the Board. To do so you must contact the Chairman within

seven days of the start of the exclusion. The Chairman will then arrange a meeting to discuss your concerns. This may involve:

- You and, if you so wish, a friend or representative to help you present your views.
- Your child if you so wish;
- The head teacher and possibly other members of staff who have been closely involved in the incident(s) leading to the exclusion.
- A secretary will usually attend the meeting to take notes.

What will happen at the meeting?

The meeting will be as informal as possible. The Chairman will introduce everyone. Usually the head teacher will be asked to describe the events leading up to the exclusion and explain why it was considered necessary. Then you will be able to ask questions. You will then be invited to put your views. The Chairman and the head teacher may ask questions. At the end of the meeting the Chairman will consider the evidence in private and either:

- support the fixed period exclusion
- uphold the appeal and require the head teacher to record this decision on the pupil's file. The exclusion will then be removed and where possible the pupil will be reinstated.

When will the Board tell me their decision?

A letter informing you of the Board's decision will be sent within three school days of the meeting.