

Exclusions Policy

A decision to exclude a learner, either for a fixed period or permanent, is seen as a last resort by the school. The school is responsible for communicating to learners, parents and staff its expectations of standards of conduct.

A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

Learners with Special Educational Needs and Disabled Learners

We have a legal duty under the Equalities Act 2010 not to discriminate against disabled learners by excluding them from school for behaviour related to their disability. The Head teacher ensures that strategies have been implemented by the school to respond to a learner's disability so the learner is not treated less favourably for reasons related to the disability. These are outlined in our behaviour policy.

Where reasonable adjustments to policies and practices have been made to accommodate a learner's needs and to support their behavioural progress, 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.

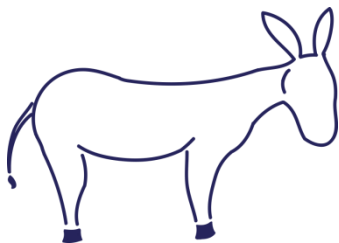
Reasons for Exclusion:

- Serious breach of the school's rules or policies
- Risk of harm to the education or welfare of the learner or others in the school
- Breakdown of the relationship between the school and parents

Any exclusion will be at the discretion of the Headteacher or, in their absence, at the discretion of one or more of the senior leadership team.

Fixed Term Exclusion

A fixed term exclusion should be for the shortest time necessary to secure benefits without adverse educational consequences.



Persistent or Cumulative Problems

Exclusion for a period of time from half a day to five days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies, as outlined in our behaviour policy. These could include:

- discussion with the learner
- mentoring (additional support from the class teacher or a TA)
- meetings with parents
- target setting
- checking on any possible provocation
- counselling, pastoral support, behavioural psychology sessions
- individual behaviour plans

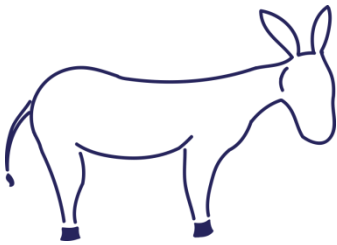
Single Incident

A fixed term exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases the Head teacher will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The learner will be encouraged to give their version of events and the Head teacher will check whether the incident may have been provoked, for example by bullying or racial harassment. The Head teacher will consult with any relevant members of staff, including the support worker for that learner and any witnesses. All accounts of the incident will be recorded according to school protocol.

Permanent Exclusion

A permanent exclusion is a very serious decision, as with a fixed term exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence such as:

- serious actual or threatened violence against another learner or a member of staff
- possession or use of an illegal drug on school premises
- carrying an offensive weapon
- persistent bullying
- persistent racial harassment
- serious and irreparable breakdown in the school/ parent relationship, including: failure to utilise the school's complaints policy resulting in the school being unable to resolve concerns fairly and satisfactorily; consistent failure to follow the school/ parent agreement; reputational damage caused to the school via public platforms including social media; harassment or intimidation of staff or other school users.



The Decision to Exclude

If the Head teacher decides to exclude a learner she will:

- ask the learner to give their version of events
- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the learner
- contact the parents, explain the decision and ask that the child be collected
- inform the parents confirming the reasons for the exclusion, whether it is a permanent or fixed term exclusion
- in cases of more than a day's exclusion that appropriate work is set and that arrangements are in place for it to be marked
- plan on how to address the learner's needs on their return, and plan a meeting with parents and learner on their return.
- The Head teacher's decision is final and, as an independent school, there is no right to appeal.

Behaviour Outside School

Learners' behaviour outside school, on school business e.g., on school trips, is subject to the school's behaviour policies. Circumstances will be dealt with as if it had taken place in school. For behaviour outside the school, not on school business, the Head teacher may exclude a learner if there is a clear link between that behaviour and maintaining good behaviour and discipline among the learner body as a whole, or if it is deemed to be damaging to the reputation of the school.

Marking Attendance Registers following Exclusion

When a learner is excluded temporarily, he or she will be marked as absent in the Attendance Register using Code E.

Policy Update January 2024

Review date: January 2026