



Exclusion Policy

This policy relates to the whole school, including the EYFS. It is available to parents via the school website. Please also refer to the Behaviour and Discipline Policy and the Complaints Policy.

1 Introduction

- 1.1 The decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by the school.
- 1.2 The school is responsible for communicating to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote high standards, good behaviour and appropriate conduct.
- 1.3 No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.
- 1.4 Any exclusion will be at the recommendation and discretion of the Head. The decision will be based on evidence, fairness, and proportionality. Pupils will not be excluded without consideration of their age, understanding, and any SEND or safeguarding needs.

2 Reasons for Exclusion:

- Serious breach of the school's rules or policies
- Risk of harm to the education or welfare of the pupil or others in the school
- Breakdown of the relationship between the school and parents
- Malicious allegation against a member of staff
- Risk of harm to individuals outside our school community

All decisions relating to exclusion will take into account the Equality Act (2010) and the principles of fairness, consistency, and transparency.

3 Fixed Period or Temporary Exclusion (Suspension)

- 3.1 A temporary exclusion should be for the shortest time necessary. Temporary exclusions can be internal, where the pupil is in school but not at breaks with his/her peers, internal where the pupil works in isolation and does not attend breaks with his/her peers or external, where the pupil is not in school.

3.2 The school will provide work for a fixed term exclusion of up to 5 days. For pupils with SEND, reasonable adjustments will be made to ensure work is accessible and manageable during exclusions.

4 Fixed Period or Temporary Exclusion for Persistent or Cumulative Problems

4.1 Temporary exclusion, including internal exclusion (removal from class, but not the school site), for a period of time from half a day to 5 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. These could include:

- Discussion with the pupil
- Mentoring (Tutor support)
- Report card (Behaviour monitor)
- Discussions with parents
- Target setting
- Checking on any possible provocation
- Detention
- Mediation (between pupils themselves and/or pupils and staff)
- Counselling
- Involvement of the Learning Support department

4.2 Temporary exclusion will not normally be used for minor incidents (e.g. failure to do homework, lateness or truancy, poor academic performance, minor breaches of discipline or non-compliance with uniform rules), except where these are persistent or demonstrate defiance.

4.3 The decision as to whether an exclusion should be internal or external will be made by the Head based on pupil welfare, the severity of the incident leading to exclusion and any previous history of exclusions.

5 Temporary Exclusion for a Single Incident

5.1 Temporary exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. Such breaches would normally be expected to be level 4 or above (*see behavioural ladders in Behaviour and Discipline Policy*).

5.2 In such cases the Head (or the Head of Section on behalf of the Head) will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give his/her version of events and the Head will check whether the incident may have been provoked, for example by bullying or racial harassment. If safeguarding concerns are identified during the investigation, the DSL will be informed immediately and procedures under the Safeguarding Policy will be followed.

6 Permanent Exclusion (Expulsion)

6.1 A permanent exclusion is a very serious decision.

6.2 As with a temporary 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 criminal or disciplinary offence such as:

- Serious actual or threatened violence against another pupil or a member of staff
- Possession or use of an illegal drug, including alcohol, on school premises
- Carrying an offensive weapon
- Persistent bullying
- Theft
- Damage to property
- Harassment or discrimination on the basis of any protected characteristic (Equality Act 2010) is considered a serious breach.
- Malicious allegation against a member of staff (this could result in temporary exclusion if deemed appropriate) which might also lead to a police referral if there are grounds for believing a criminal offence may have been committed

This is not a comprehensive list

7 The Decision to Exclude

7.1 If the Head decides to temporarily or permanently exclude a pupil they will:

- ensure that there is sufficient recorded evidence to support the decision;
- explain the decision to the pupil;
- Inform the governing body and secure agreement for the decision;
- contact the parents, explain the decision and ask that the child be collected;
- send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return;
- in cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked;
- ensure that a member of staff is allocated to check on the pupil daily to ensure their welfare, health and safety needs are met;
- plan how to address the pupil's needs on their return;
- plan a meeting with parents and pupil on their return.

7.2 Exclusion should not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority.

7.3 There will be no refund of fees following temporary or permanent exclusion. Fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

8 Behaviour Outside School

8.1 Pupils' behaviour outside school on school business e.g. on school trips, at sports fixtures, is subject to the school's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in school.

- 8.2 For behaviour outside the school, not on school business (for example when travelling to or from school), the Head may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole, or if it is deemed to be damaging to the reputation of the school.
- 8.3 Behaviour outside school, as referred to above, whether or not it is on school business, extends to that involving misuse of internet-enabled devices or social networking (as per the *ICT and E-Safety Policy, the Behaviour and Discipline Policy, Child on Child Abuse Policy and Anti-Bullying Policy*.) Pupils are reminded that actions on social media, even outside school, can lead to exclusion if they bring the school into disrepute or cause harm to others.

9 Pupils with Special Educational Needs and Disabled Pupils

- 9.1 The school must take account of any special educational needs when considering whether or not to exclude a pupil.
- 9.2 We have a legal duty under the Equality Act 2010 not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. The Head should ensure that reasonable steps have been taken by the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability. 'Reasonable steps' could include: Where behaviour may be a symptom of an underlying safeguarding issue, the DSL will be consulted before any exclusion decision is finalised.
 - differentiation in the school's behaviour policy
 - developing strategies to prevent the pupil's negative behaviour
 - requesting external help with the pupil
 - staff training

- 9.3 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 still 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. Reasonable adjustments can only be made within the resources available to us.

10 Parental Cooperation

- 10.1 Parental cooperation forms part of the contract between the school and all parents of pupils of the school. A refusal to abide by the terms of exclusion may be considered a breach of contract.
- 10.2 Where a child has been subject to a fixed term exclusion, it is the responsibility of the parent to ensure that any work set by the school is completed.
- 10.3 Parents are expected to attend return to school meetings with their child.

11 Marking Attendance Registers following Exclusion

11.1 When a pupil is excluded temporarily, they should be marked as absent using code E for up to 5 days by which point an alternative arrangement should have been made.

12 Managed Move

12.1 In cases where the Head and parents agree that the progress of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent has treated the school or members of its staff unreasonably the Head may require the parents to remove the pupil at the end of a term. This is not exclusion and in such cases the Head will assist the parents in placing the pupil in another school.

12.2 The deposit will be refunded in the event of a managed move and fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

13 Removal from the School for Other Reasons

13.1 The Head may send a pupil home, after consultation with that pupil's parents, and a health professional as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, for example because of a diagnosed illness such as a notifiable disease. This is not exclusion and should be for the shortest possible time.

14 Notifying the Local Authority

14.1 When a pupil is permanently removed from the school roll, the relevant local authority will be informed in line with our admissions policy and procedure for when a child leaves the school at a non-standard transition point.

15 Procedure for Appeal

15.1 If parents wish to appeal the decision to exclude, the matter will be handled in line with our Complaints Policy.

Reviewed by: Shona Colaço (Head) Date: September 2025

Signed: 

Approved by: Aatif Hasaan Date: September 2025

Signed: 