Exclusion Policy

This policy is applicable to all pupils, including those in the EYFS

A decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by the School.

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 good behaviour and appropriate conduct, of Behaviour Policy, Discipline and Traffic Light Policies.

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

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

Any exclusion will be at the discretion of the Principal.

Temporary Exclusion

A temporary exclusion should be for the shortest time necessary; Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

Persistent or Cumulative Problems

Exclusion 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 (Teacher support)
- Behaviour Report card
- Discussions with parents
- Target setting
- Checking on any possible provocation
- Detention
- Mediation
- Counselling
- Internal exclusion

Exclusion will not be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules), except where these are persistent and defiant.

Single Incident

Temporary exclusion may be used in response to a serious breach of School rules and policies or a disciplinary offence.

In such cases, the Principal or, in her absence, one of the Assistant Principals 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 Investigator will check whether the incident may have been provoked. The Principal will consult with members of the Senior Leadership Team and staff members involved as she feels to be appropriate.

Permanent Exclusion

A permanent exclusion is a very serious decision and the Principal will consult with members of the Senior Leadership Team and Education Development Trust before enforcing it.

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 disciplinary offence such as:

- Serious actual or threatened violence against another pupil or a member of staff
- Persistent bullying
- Racial harassment
- Total breakdown of relationship with parents which may include failure to pay fees

The Decision to Exclude

If the Principal decides to exclude a pupil she will:

- Ensure that there is sufficient recorded evidence to support the decision.
- Explain the decision to the pupil.
- 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.
- Plan how to address the pupil's needs on his/her return.
- Plan a meeting with the parents and pupil on his/her return.

An 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.

There will be no refund of fees following temporary or permanent exclusion. In the case of permanent exclusion, fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

Behaviour Outside School

Pupils' behaviour outside School on school business e.g. on school trips or 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.

For behaviour outside the School, not on school business, the Principal 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.

Pupils with Special Educational Needs and Disabled Pupils

The School must take account of any special educational needs when considering whether or not to exclude a pupil.

We have a legal duty under the Disability Discrimination Act 1995, as amended, not to discriminate against disabled pupils by excluding them from School for behaviour related to their disability. The Principal 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:

- Differentiation in the school's behaviour policy through Classroom Management Plans.
- Developing strategies to prevent the pupil's behaviour.
- Requesting external help with the pupil.
- Staff training.

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.

Marking Attendance Registers following Exclusion

When a pupil is excluded temporarily, he/she should be marked as absent using Code E.

Managed Move

In cases where the Principal 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 Principal may require the parents to remove the pupil at the end of a term. This is not exclusion and, in such cases, the Principal will assist the parents in placing the pupil in another school.

Fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

Removal from the School for other reasons

The Principal 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.

Procedure for Appeal

If parents wish to appeal the decision to exclude, the matter will be referred in line with the process set out in stage 3 of the Concerns and Complaints Procedure.

Mrs E. Steinmann-Gilbert
Principal
St. Andrew's School

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