

Notting Hill Preparatory School

Policy for Exclusion (EYFS & KS1-3)

December 2009

POLICY FOR EXCLUSION

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.

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 include:

- 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 recommendation of the Head.

Exclusions may be temporary (for a fixed period) or permanent.

Temporary exclusion

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

A decision to exclude may be made for persistent or cumulative problems or for a single incident.

Persistent or cumulative problems

Temporary exclusion 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 (by Form teacher or other member of staff deemed a suitable pastoral role model)
- Daily report to Deputy Head
- Discussions with parents
- Target setting
- Detention
- Mediation
- Counselling

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

Single incident

Temporary exclusion may also be used in response to a single serious breach of school rules and policies or a disciplinary offence. In such cases 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 and/or Deputy Head will check whether the incident may have been provoked, for example by bullying or racial harassment.

Permanent exclusion

A permanent exclusion is a very serious decision and the Head may wish to consult with the Chairman of the Board of Governors 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
- Possession or use of an illegal drug on school premises
- Carrying an offensive weapon
- Persistent bullying
- Racial harassment

The decision to exclude

If the Head decides to exclude a pupil he/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 the case of a temporary exclusion of more than a day, appropriate work must be set and arrangements made for it to be marked
- a plan is made for how to address the pupil's needs on his/her return
- a meeting is planned with parents and pupil on his/her return

Behaviour outside school

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.

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

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 Head should ensure that reasonable steps have been taken by the school to respond to a pupil's disability so that the pupil is not treated less favourably for reasons related to the disability.

'Reasonable steps' could include:

- differentiation in the school's behaviour policy
- 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 temporary exclusion

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

Procedure for appeal

If parents wish to appeal the Head's decision to exclude, the matter will be referred to the Board of Governors. If the Chair of the Board of Governors has been involved in the decision to exclude another designated member of the Board of Governors will deal with the matter. The designated lead Governor will acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within five days.

The appeal panel will consist of two members of the Board of Governors, neither of whom will have been previously informed of the details of the case in question, and an independent person.

Records relating to the decision to exclude and the parents' complaint will be copied to all parties no later than two days prior to the hearing. In no circumstances, however, will the school or its staff be required to divulge to parents or others any confidential information on or the identities of pupils or others who have given information which has led to the exclusion or which the Head has acquired during an investigation.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate. If possible the Board of Governors will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the Board of Governors will decide how it should be carried out. After due consideration of all the facts they consider to be relevant, the Board of Governors will reach a decision on whether to uphold or rescind the exclusion or they may make other recommendations. This decision will be made within ten days of the hearing. The Board of Governors will write to the parents informing them of the decision and the reasons for it. The decision of the Board of Governors will be final. The Board of Directors' findings and, if any, recommendations will be sent in writing to the parents, the Head and the Chairman of the Board of Governors if he has not been a member of the panel.

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