

COGNITA
TEACHING EXCELLENCE



DOWNSEND
PRE-PREP SCHOOL
— Ashtead —

Pupil Exclusion Policy

(Including the Early Years)

January 2017

Context

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:

- 1. Serious breach of the school's rules or policies;**
- 2. Risk of harm to the education or welfare of the pupil or others in the school;**
- 3. Breakdown of the relationship between the school and parents.**

Any exclusion will be at the recommendation of the Head.

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)*
- ✓ *Discussions with parents*
- ✓ *Target setting*
- ✓ *Checking on any possible provocation*
- ✓ *Counselling*

Exclusion will not be used for minor incidents. (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules)

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 Headteacher 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 Headteacher will check whether the incident may have been provoked, for example by bullying or racial harassment.

If necessary, the Headteacher will consult the Chair of Governors before deciding to impose a temporary exclusion.

Permanent exclusion

A permanent exclusion is a very serious decision and the Headteacher will consult with the Governing Body 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.

The decision to exclude

If the Headteacher decides to exclude a pupil (temporary or permanent exclusion) they will:

- ✓ communicate with the Chairman of Governors;
- ✓ 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
- ✓ plan how to address the pupil's needs on his/her return;
- ✓ plan a meeting with 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.

Behaviour outside school

Pupils' behaviour outside school on school business e.g. on school visits, at sports fixtures, is subject to the school's Behaviour Policy. Poor behaviour in such circumstances will be dealt with as if it had taken place in 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 2005, Special Needs and Disability Act 2001, Equality Act 2010 and The Children Act 2004 not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. The latest DfE (formerly DCSF) guidance 'Improving Behaviour and Attendance Guidance on Exclusions from Schools & Pupil Referral Units 2008' has been taken into account.

The Headteacher 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
- ✓ 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 or if there are serious health and safety issues that put the school community at risk.

Marking attendance registers following exclusion

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

Managed move

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

Removal from the school for other reasons

The Headteacher 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 an exclusion and should be for the shortest possible time.

Procedure for an appeal

Please refer to the 'Complaint Policy' for more details about appeal procedures at Downsend.

Other Associated Policies or Procedures

- Behaviour
- Special Educational Needs
- Complaints
- Safeguarding Children
- Equal Opportunities

All exclusions will be reported to the Governors and details will be recorded.