



# EXCLUSION POLICY

**Legal Status:**

Regulatory Requirements, Part 3, Paragraph 9 and Exclusion Element of Part 6 (24)(3)a of the Education (Independent School Standards) (England) Regulations 2010

**Applies to:**

The whole school along with all activities provided by the school, including those outside of the normal school hours;

All staff (teaching and non-teaching), the Governors and volunteers working in the school.

**Relevant Documents:**

Anti-bullying

Safeguarding Children - Child Protection Policy

Behaviour Management including Discipline and Sanctions Policy

**Availability**

This policy is made available to parents, staff and pupils in the following ways: via the School website, in the Parents' portal, on the Staff portal, within the Parents Policies Folder in the reception area, and on request a copy may be obtained from the School Office.

**Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Head teacher.

The Board of Governors undertake a formal biennial review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Kaz James Interim Headteacher	Pastor Brooks Chair of Governors

Date implemented: March 2022 (pending ratification)

## Exclusions Policy

Stanborough School will apply its behaviour policies in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely. Ultimate sanctions at Stanborough School are:

- Suspension = Fixed Penalty Exclusion
- Expulsion = Permanent Exclusion

Neither sanction is used lightly. The power to suspend or expel a pupil can only be exercised by the Head teacher. If the Head teacher excludes a pupil, the parents are informed immediately, giving reasons for the exclusion. At the same time, in the case of a permanent exclusion, the Head teacher makes it clear to the parents that they can, if they wish, appeal against the decision to the Chairman of the Board. The school informs the parents how to make any such appeal.

## Serious Offences and Exclusions

Serious offences are those that may have a significant impact on the individual pupil or others in the school. Examples include:

- Severe or persistent bullying, racism or harassment;
- Stealing;
- Extreme or persistent violence, actual or threatened, against a pupil or member of staff;
- Sexual abuse, assault or activity;
- Smoking, illegal drugs (possession and/or use) or alcohol (consumption or possession)
- Significant vandalism;
- Going out of bounds on the school premises
- Persistent misbehaviour when normal disciplinary measures have failed;
- Carrying an offensive weapon.

## Procedure to be followed

- Parents must be informed immediately by phone with a follow up letter.
- A copy of a sheet entitled 'Advice for Parents/Carers' will be attached to the letter.
- Parents must be notified of their right to appeal.
- Stanborough School will ensure that arrangements are in place for work to be sent home.
- Arrangements will be made for a return to school interview that includes the parents/carers.
- A re-integration support plan will be put in place.

All cases of exclusion will be treated in the strictest confidence on a need-to-know basis and are not to be discussed outside the school

## Responsibilities of the School

If the School commences an investigation which may lead to a fixed term temporary exclusion or to permanent exclusion the Head teacher must inform the parent without delay. Before resorting to exclusion, the School will normally try alternative solutions (for example, a restorative justice process - whereby the harm caused to the 'victim' can be redressed). Parental contact will ideally be made by telephone, the telephone call being followed by a letter within one school day. The letter will include information about:

- The nature of the offence and the results of any investigation to date;
- That the sanction of a fixed term temporary exclusion or permanent exclusion may be imposed;
- In the case of a permanent exclusion the parents' right to state their case to the Head teacher and if that is not satisfactory then to the Advisory Board and whom they should contact to do this, including the latest date that the parent may give a written statement to the discipline committee;
- The parents' right to see their child's school record and the Head teacher must comply with such a request within 15 school days, although in exclusion cases compliance should be prompt.
- The Head teacher may not suspend a pupil for more than 5 days or an aggregate of 15 days in any school term without the agreement of the Board of Governors.
- In the case of permanent exclusion, agreement in writing will be obtained from the Chairman of the Board insofar as it does not conflict with the impartiality of any Appeals process.

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. The decision to exclude for a fixed term will be notified to the parent in writing with reasons. If the School determines that a pupil should be excluded for a fixed period, the Head teacher will provide the parent in writing with information as to:

- The period of the Fixed Term Exclusion;
- The arrangements, such as setting work, to allow the pupil to continue their education during the Fixed Term Exclusion.

If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed period Temporary Exclusion or to convert it into a Permanent Exclusion, the Head teacher will write again to the parent with the reasons for this decision. The decision to exclude a pupil permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or an exceptional 'one-off' offence has been committed. Parental cooperation forms part of the contract between the school and all the parents at the school. The correspondence will be easily intelligible and in plain English.

## Appeals

If parents or guardians wish to appeal against a permanent exclusion, then they must do so to the Chairman of the Board in writing, within one week of the letter notifying the parents or guardians of the exclusion. The Chairman of the Board will establish an Appeal Panel to consider the appeal.

The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents or guardian may bring a representative to the meeting. All letters and documents relied on by the Head teacher shall be made available to the parents or guardian prior to the hearing. The parents or guardian or their representative may ask questions of the Head teacher or may raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or guardian or their representative, or in the absence of the Head

teacher who is the Proprietor. At the conclusion of the hearing, the Panel shall retire to consider what recommendation it may make. The Panel may recommend:

- The permanent exclusion is confirmed
- The permanent exclusion is rescinded
- The permanent exclusion be rescinded and replaced with an alternative sanction.

The recommendation shall be communicated to the parents or guardian and the Head teacher. Every pupil has a right to confidentiality – it will be kept in the strictest confidence and only disclosed to those who need to know. We appreciate that such sensitive matters must be dealt with in confidence. If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed period temporary exclusion or to convert it into a permanent exclusion, the Head teacher will write again to the parents with the reasons for this decision.

Stanborough School:

- Requires all staff to use positive strategies for handling any unacceptable behaviour by helping pupils find solutions in ways that are appropriate for their ages and stages of development;
- Acknowledges that such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable, and supporting pupils to gain control of their feelings so that they can learn a more appropriate response;
- Ensures that there are sufficient resources and activities available so that pupils are meaningfully occupied without the need for unnecessary conflict over sharing and waiting for turns;
- Supports each pupil in developing self-esteem, confidence and feelings of competence;
- Avoids creating situations in which pupils receive adult attention only in return for unacceptable behaviour;
- Explains the effect of unacceptable behaviour, making it clear to the pupil that it is the behaviour that is unacceptable, and not the person.

When pupils behave in unacceptable ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately. We provide opportunities for pupils to learn how to interpret and cope with feelings, listening to them and offering the necessary support to enable them to verbalize their own frustrations, hurts and disappointments. We do not shout or raise our voices in a threatening way to respond to pupil's unacceptable behaviour. We do not use techniques intended to single out and humiliate individual pupils. Corporal punishment, which is strictly forbidden at Stanborough School, is a criminal offence.