



St Edward's  
PREPARATORY SCHOOL

# Exclusion Policy

## Schedule for Development / Monitoring / Review

Author:	Headmaster
Approved by Trustees on:	Autumn 2020
The implementation of this policy will be monitored by:	Education Committee
Review Date:	Autumn 2022
Should serious incidents take place, the following person/s should be informed:	Headmaster Deputy Head Assistant Head Head of Pre-Prep Kindergarten Manager
<b>THIS POLICY APPLIES TO THE PREPARATORY SCHOOL INCLUDING EYFS &amp; IS PUBLISHED ON THE SCHOOL WEBSITE</b>	

St Edward's Preparatory School prides itself on the positive behaviour of its pupils and on the good relationships which exist at all levels between pupils and teachers and between pupils themselves. The excellent pastoral systems and structures within the School support pupils and promote positive behaviour. However, from time to time a pupil's conduct and behaviour will necessitate the imposition of a serious sanction. **St Edward's Preparatory School does not use any form of corporal punishment.**

In accordance with the Conditions of Acceptance and Parent Contract for Entry into the School, the School reserves the right to permanently or temporarily expel or suspend (pupils in accordance with Section 4: School Rules and Section 8: Discipline.

This policy should be read in conjunction with the School's Behaviour Policy, Safeguarding Policy and Complaints Policy.

## **IMPLEMENTATION & PROCEDURES**

### **1. Suspension**

Temporary exclusion (suspension) is normally only used when all other avenues have been explored or, in some cases, for a severe offence as outlined in the Behaviour, Rewards and Sanctions Policy. It is acknowledged that temporary exclusion can have a positive effect upon the pupil concerned, but that further and longer exclusions are usually to benefit or safeguard the quality of education provided to the rest of the pupils at the School.

Pupils may be excluded for up to 45 days in a school year. Exclusions of more than 2 days would only be used rarely. Longer exclusions are likely to make it more difficult for pupils to re-integrate into School.

The Headmaster, Deputy Head or Assistant Head will contact the parents of a pupil who is to be suspended. School work will be arranged to be completed at home and will be marked when the pupil returns to School. Parents will be notified in writing of the reason for the suspension; the letter will explain the arrangements for the setting and the marking of the work set. Arrangements for re-admitting pupils after exclusion will include receipt of work completed during exclusion.

Pupils will normally report to the Headmaster on their day of return to School for a reintegration meeting and/or to establish if the misbehaviour is likely to repeat or not. Considerations at the point include ascertaining if there is an acceptance by the pupil that the misbehaviour was unacceptable, and that the pupil makes a clear commitment not to repeat the unacceptable misbehaviours again.

If a pupil is excluded for more than 15 days, a plan for re-integration will be drawn up for whenever the pupil is due to return to School by the appropriate members of staff.

If the disciplinary offence is a severe one, the Headmaster may decide that the suspension given constitutes a final warning and that any further offence of a similar gravity would result in expulsion. The Headmaster will put such a warning in writing to the parents and evidence of this will be kept on the pupil's record.

### **2. Expulsion (permanent exclusion)**

A decision to expel a pupil will only be taken as a last resort when all other strategies have been employed to no avail or where a pupil has committed a severe one-off offence.

Without prejudice to the Conditions of Acceptance and Parent Contract for Entry to St Edward's Preparatory School, when expulsion is under consideration, the following procedures will be followed:

- a. The pupil concerned will initially be suspended.
- b. The Headmaster will keep the Chair of Trustees fully updated throughout the process.
- c. The Headmaster will have a meeting with the pupil's parents to discuss the situation and obtain their views prior to deciding to expel the pupil. The Headmaster will write a letter following the meeting to confirm the decision to expel the pupil.
- d. The expulsion will take effect immediately and the pupil will not be re-admitted to the School premises. Any personal effects belonging to the pupil will be collected by the appropriate members of staff and returned to the parents.

The Headmaster's decision is final, but the parents have the right of appeal in accordance with the School's Complaints Policy. Parents who withdraw their child during the disciplinary process and consequently end their contract with the School, lose their right to appeal under the School's Complaints Policy.

### 3. Appeals against exclusion

**During the COVID –19 pandemic, the School will endeavour to arrange appeals meetings as best as possible using technological means if meeting in person is not advised/possible.**

- If parents seek to appeal the decision, they must notify the Clerk to the Trustees within 21 days from receipt of the letter informing them of the permanent exclusion. Parents should set out their reasons for why the decision should be overturned.
- A panel will be appointed and the Clerk to the Trustees will notify the parents of the names of the panel members.
- The Panel will consist of at least three persons who are unaware of the details of the case and one of whom shall be independent of the management and running of the School. Each of the Panel members shall be appointed by the Trustees. The Clerk to the Trustees, on behalf of the Panel, will then acknowledge the request and schedule a hearing to take place as soon as practicable and normally **within ten working days**.
- If the Panel deems it necessary, it may require that further particulars of the incident or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties normally **not later than five working days** prior to the hearing.
- All parties will be asked to provide any relevant documents in advance and in good time before the panel hearing date. A failure to comply may result in a postponed hearing.
- The parents may attend the hearing and be accompanied to the hearing by one other person if they wish. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible, the Panel will come to a decision without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out.

- After due consideration of all facts they consider relevant, the Panel can:
  - Re-instate the pupil to the School immediately;
  - Uphold the permanent exclusion;
  - Change the decision from permanent exclusion to a fixed term suspension;
  - Recommend changes to the school's systems/procedures to ensure that problems of a similar nature do not recur.
  
- The Panel will write to the parents informing them of its decision and the reasons for it as soon as practicably possible and normally **within five working days** of the hearing. The decision of the Panel will be final.

A copy of the Panel's findings and recommendations (if any) will be sent by electronic mail or otherwise given to the parents and to the Head as well as the Chair of Trustees.

Parents can be assured that the appeal against the decision to exclude a child permanently will be treated seriously and confidentially.

All communication will be recorded on CPOMS (Child Protection Online Monitoring System).