

## **EXCLUSION POLICY**

### **Opening Statement**

Forest Prep School is dedicated to safeguarding and promoting the welfare of its pupils; our policies and practices encompass the needs of all our children from Early Years to Year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

### **General**

This is a whole school policy. The Directors have made and published their 'Terms and Conditions' to which all Parents accept before taking up a place at Forest Prep School. The relevant section within the 'Terms and Conditions' is detailed below:

### **Removal or Suspension of a Child**

(a) The Headmaster, in his absolute discretion, may require you to remove your child or may suspend or expel your child from the school if he considers that your child's attendance, progress or behaviour is unsatisfactory in any way, and in the opinion of the Headmaster the removal is in the school's best interests or those of your child or other children.

(b) The Headmaster, in his absolute discretion, may require you to remove your child or may suspend or expel your child from the school if in his opinion your child's behaviour off the school premises, either in or out of term time, be such that it brings the school into disrepute or poses a risk to other children, parents or staff.

(c) The Headmaster, in his absolute discretion, may require you to remove your child or may suspend or expel your child if the behaviour of the parents, of either parent or of the person(s) responsible to the school for that child is, in the opinion of the Headmaster, unreasonable and affects or is likely to affect adversely the child's or other children's progress at the school or brings the school into disrepute, or poses a risk to other parents, children and staff.

(d) Should the Headmaster exercise his right under sub clause (a), (b) or (c) above, you shall not be entitled to any refund or remission of fees or extras paid or due. The deposit will be forfeited but fees in lieu of notice will not be charged.

(e) The school's Terms and Conditions set out examples of offences likely to be punishable by suspension and expulsion.

(f) In the event of an expulsion, parents may apply in writing to the Directors for a review of the decision made, within 14 days of notice of the expulsion being sent to the parents.

The school also has a Behaviour Policy. In this policy reference is made to pupils' behaviour:

### **Infant Department**

Should the behaviour of a child be sufficiently unpleasant or continue over a period of time, the class or duty teacher must inform the Headmaster who will record the nature of the incident/situation. Depending on the precise details, the Headmaster will speak to the child's parents in order to determine how best to proceed to improve the situation. Any discussion with parents over a situation such as this will be recorded and so placed on the child's file.

### **Junior Department**

For serious or repeated infringements of the rules the Headmaster must be informed so that parents can be invited in to discuss their child's situation and to seek action which will rectify the position. Often there are factors outside the school's knowledge which might explain aberrant behaviour patterns. Parents should, however, note that such discussions will be noted and placed on file.

*It is, perhaps, necessary to state that should his/her behaviour merit it, the school will not hesitate to suspend a child. This course of action is not taken lightly for it does have serious repercussions.*

### **Aims**

The Headmaster aims:

- to ensure that exclusion is used appropriately within the framework of the school's Behaviour Policy
- to use his best endeavours to ensure that the school provides:
  - i) an appropriate social environment reflective of its ethos and aims
  - ii) an environment that fosters all children's progress at the school
  - iii) an environment that is mutually supportive and retains the high esteem in which the school is held.

### **The Decision to Exclude**

1. Pupils should **only be excluded** if the stipulations within the Terms and Conditions or the Discipline Policy apply.
2. Only the **Headmaster** can exclude, or the person in charge on the day, if he is absent from school. Approval will be sought from the Directors prior to any exclusion.

**Before deciding to exclude a pupil the Headmaster will:**

- ensure that an appropriate **investigation** has been conducted;
- ensure that all the **relevant evidence** has been considered;
- give the pupil, parent or parents an opportunity to be heard;
- consult other relevant people if necessary.

**Factors to be considered before an exclusion:**

1. an appropriate **investigation** has been conducted;
2. all the **relevant evidence** has been considered;
3. the pupil's, parent or parents' version has been heard;
4. if appropriate, other people have been consulted.

Exclusions can either be for a **Fixed Term or Permanent**.

Indefinite exclusions are not permissible by law.

**Fixed Term Exclusion**

The Headmaster is permitted to exclude a pupil for one or more **fixed term periods not exceeding 45 school days in any one school year**.

**The school will continue to provide education (work)** for an excluded pupil (whilst he/she remains on roll) and, particularly in the case of an exclusion of more than 15 days, the Headmaster in consultation with the relevant members of staff will consider the following:

- how the pupil's education will continue;
- how the pupil's problems might be addressed in the interim;
- reintegration post-exclusion.

**Procedure for Excluding a Pupil****1. Informing Parents About the Exclusion**

The Headmaster normally will invite the parent(s) in for a meeting should he feel that an exclusion decision is to be taken. If parents are unavailable, or refuse, to attend a meeting he will inform parent(s) about the terms of the exclusion within one school day.

At the conclusion of the meeting or within the telephone call and follow-up letter the following information will be given:

- in cases of fixed term exclusions, **the length of the exclusion;**
- in cases of permanent exclusion, that **it is a permanent exclusion;**
- **the reasons for the exclusion;**
- their **right to make representations** to the school's Directors;
- that any appeal must be registered within 14 days from the start of a pupil's exclusion.

## 2. Informing the Directors

The Headmaster will formally inform the Directors, either verbally or in writing, **within one school day** of:

- permanent exclusions;
- exclusions totalling **more than 5 school days**
- the Headmaster must inform the Directors of fixed term exclusions amounting to **5 or fewer school days on a termly basis**.

The Headmaster will forward an exclusion report to the Directors and this report will include the following:

- the name of the pupil;
- the duration of the exclusion;
- the reason(s) for the exclusion;
- the pupil's age and ethnicity;
- whether the pupil is statemented;
- whether the child is in Local Authority care.

### The Responsibilities of the Headmaster

The Headmaster will ensure the proprietors appoint an Appeals Committee consisting of three people, one of whom is not associated with the school.

The Appeals Committee will review all exclusions and consider any representations from parents. For exclusions less than 6 days, only written representations will be accepted.

The Committee will consider whether **reinstatement is a practical option**.

The Committee may consider more than one exclusion at any one meeting where appropriate.

### Appeals Committee Meetings re Exclusions

The Headmaster must:

- with **fixed term exclusions totalling fewer than 6 school days in one term**, convene a meeting to consider **representations from the parents** (if these have been made) but the pupil **cannot be reinstated**.
- in the case of **fixed term exclusions totalling more than 5, but not more than 15 school days**, in any one term, convene a meeting to review the exclusion if the parents have made representations.
- **in cases of permanent exclusion or where one or more fixed term exclusions add up to more than 15 days** in any one term, arrange a meeting to review the exclusion.
- **invite the parent(s) to attend at a mutually convenient time and place**.
- request written statements before the meeting

- circulate any such written statements, including any statements from witnesses, and a list of those due to attend in advance to all interested parties.

### **Liaison with Parents**

At all stages the Headmaster is expected to seek parental co-operation.

### **Permanent Exclusion**

A decision to exclude a pupil permanently, as befitting its gravity, should only be taken as **a last resort**.

### **Off-site Behaviour**

In certain circumstances, at the discretion of the Headmaster, the school will treat poor behaviour off-site as though it occurred on the premises.

### **Equal Opportunities**

In making decisions about exclusion the Headmaster and Directors will take into account any special educational needs, disabilities, gender, race, linguistic background, religion and belief, sexual orientation, gender reassignment, cultural differences, pregnancy and maternity, that may be relevant to the case.