



Caversham Preparatory School

Policies and Procedures

231 Exclusion Policy

Exclusion Policy

Including those in the EYFS (Early Years Foundation Stage)

Rationale

We believe it is important to promote a caring and supportive environment to enable all members of the school community to feel safe, secure and respected. The development of personal qualities and social skills and the fostering of socially acceptable behaviour are an integral aspect of the school curriculum and our Ethos Statement.

Scope

This policy contains guidelines, explaining the circumstances under which a pupil may be excluded from Caversham Preparatory School, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the school, including those in the EYFS.

The aims of this policy are to:

- support the School's [Behaviour Policy](#) and [Anti-Bullying Policy](#)
- ensure procedural fairness and natural justice
- promote co-operation between the School and parents when it is necessary for the School that a pupil should leave earlier than expected

Reasons for Exclusion

The decision to exclude a pupil will be taken in the following circumstances:

- (a) In response to a serious breach of the School's [Behaviour Policy](#) and [Anti-Bullying](#) policies
- (b) If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

Fixed Term Exclusion

If a pupil displays one or more of the following behaviours he/she may be given a Fixed Term Exclusion. The decision will be made in the light of accumulated evidence which clearly directs the Head Teacher towards this conclusion.

For example:

- deliberately hurting another pupil
- bullying behaviour against another pupil including racism or homophobic abuse
- the use of foul language in front of, or directed towards another pupil
- refusal to work as directed in the classroom
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour

In most cases, except for the most extreme, the Head Teacher will have considered the following before making a decision about an exclusion:



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- verbal reports from members of staff
- discussions with the pupil concerned
- discussions with the parent/s of the pupil concerned

School Response to Poor Behaviour

In most cases, except for the most extreme, the Head Teacher will have already considered the following before making a decision about an exclusion:

- talking to the child
- email sent to parents reporting incidences of poor behaviour
- conference with parents and teachers

Behaviour related to SEND

The School will make reasonable adjustments for managing behaviour, which is related to a pupil's educational needs and/or disability. Where exclusion needs to be considered, the School will ensure that the disabled pupil's parents or representative is able to present their case fully where their disability might hinder this.

Three Stage Process

In cases where a sanction of Fixed Term Exclusion is being considered, the first two stages of this procedure will be followed:

1. The investigation process
2. A disciplinary meeting with the Head Teacher
3. The Chairman's' Review Hearing. This will only be needed only when a permanent exclusion is being considered

Process for Fixed-Term Exclusions

1. A letter of confirmation (by email) and by first-class post on the same day will be sent, outlining the reasons for the decision, the date upon which the pupil will be allowed back into school, and the procedures for appeal which are open to the parent(s).
2. The Chairman will be informed, and a copy of the letter to parent(s) made available.
3. Work will be set for the pupil to complete at home during a fixed-term exclusion. This will be made available to the parent(s) on the morning following the exclusion.

Appeal Process

- The Parents or pupil can appeal the Head Teacher's decision for a Fixed Term Exclusion.
- The Parent or pupil must write to the Head Teacher, explaining their position and why they think that the Fixed Term Exclusion should be lifted.
- If the Head Teacher thinks that the child is ready to return to school, then arrangements for this will be made.
- If the Head Teacher thinks that the child is not ready to return to school, she will say so, giving her reasons and the Fixed Term Exclusion will stand.



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- Per [Government Guidance](#) on exclusions, if the exclusion is for 5 days or fewer, you can still ask the board of governors to hear your views, but they cannot overturn the headteacher's decision.

For A Permanent Exclusion

If a fixed Term Exclusion has not worked and the parents and child have been consulted further, it may be deemed necessary to exclude the child permanently.

Also from time to time, an instance of extreme behaviour may lead the Head Teacher to decide that exclusion, either for a fixed period or permanently, may be necessary. This is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence.

These may include (but not exhaustive):

- Serious fighting with another pupil or pupils
- Serious actual or threatened violence against another pupil or a member of staff
- Use of foul language towards an adult
- Defiance towards any authorised adult in the school
- Damaging school or others' property
- Refusal to work as directed in the classroom
- Theft, including persistent petty theft
- Continued bullying (including racist or homophobic bullying or cyber bullying)
- Drug taking

Exclusion Procedures

The decision to exclude a pupil permanently is a serious one. This is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort.

Should the Head Teacher decide that an exclusion is appropriate, the following procedure will be instigated:

- The pupil will be asked to leave the classroom and taken to a place of safety.
- The parent(s) of the pupil will be asked to come to school to take the pupil home.
- The parent(s) will be informed of the decision by the Head Teacher, verbally in the first instance. The evidence leading up to the decision will also be explained.
- A letter of confirmation will be sent by email and on the same day by first-class post outlining the reasons for the decision, the evidence leading up to the decision and the procedures for appeal which are open to the parent(s).
- The Chairman of the Board will be informed, and a copy of the letter to the parent(s) will be made available.
- A date will be set for a Chairman's Hearing that the Parents, accompanied by a representative if they wish. The pupil may attend.
- After the Hearing, the Chairman will put his decision in writing, and send it to the Head Teacher and the Pupils Parents, within one week of the Hearing.



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- If the Parents and/or Pupil are dissatisfied with the Chairman's decision, they must go through the School's Formal Procedure, detailed in Part Two and Three of the School's [Complaint Policy](#).

Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Behaviour Policy
- Complaints Policy

Quoted Legislation and Guidance

- [Government Guidance - School Discipline and Exclusions - Challenging Exclusion](#)

Review Schedule

This policy is reviewed by every two years by the Head Teacher annually or if needed to respond to a situation.

Changes to this policy are reviewed approved by the Board of Governors at their next meeting.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	Historical Updates	June 2017, April 2018, Jan 2019
Board of Governors	Historical Updates	Board Approval, June 2017, April 2018, Jan 2019
A Lawson	Apr 2021	Formatting and Links Update
J Lawson	Aug 2022	Board Review and approved