

PUPIL EXCLUSION POLICY

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.

This policy applies to the EYFS (including the Wrap-Around Care), the Junior School and the Senior School of Northwood Prep.

Reasons for exclusion:

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

Any exclusion will be at the recommendation of the Head.

1. 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 (Tutor support)
- Report card (Encouragement Card)
- Discussions with parents
- Target setting
- Checking on any possible provocation
- Detention
- Mediation
- Counselling
- Internal exclusion

Exclusion will not be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules), except where these are persistent and defiant.

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 Head 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 Head will check whether the incident may have been provoked, for example by bullying or racial harassment. If necessary the Head will consult the Governing Body.

2. Permanent exclusion

A permanent exclusion is a very serious decision and the Head 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
- Possession or use of an illegal drug on school premises
- Carrying an offensive weapon
- Persistent bullying
- Racial harassment

3. The decision to exclude:

If the Head decides to exclude a pupil (temporary or permanent exclusion) he 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 and that arrangements are in place for it to be marked
- plan how to address the pupil's needs on his return
- plan a meeting with parents and pupil on his 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.

4. 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.

For behaviour outside the school, not on school business, the Head may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole, or if it is deemed to be damaging to the reputation of the School.

5. 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 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 Head 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.

6. Marking attendance registers following exclusion

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

7. Managed move

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

8. Removal from the school for other reasons

The Head 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

If parents wish to appeal against the decision to exclude, the matter will be referred to the Governing Body.

The Head will offer to refer the matter to the Chair of Governors. Alternatively, parents may wish to write directly to the Chairman.

Northwood Prep. Parental Complaints' Procedure:

The Chair of Governors is appointed by the Board of Governors to call hearings of the Complaints Panel.

The matter will then be referred to the Complaints Panel for consideration. **(Please refer to the 'Complaints Procedure for Parents' Policy document).**

The Panel will consist of at least three people who were not directly involved in the matters detailed in the complaint. Where there is a panel hearing of a complaint, one person will be independent of the management and the running of the school. Each of the Panel members shall be appointed by the Chair of Governors, who on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 14 working days.

If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 7 working days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Panel will resolve the parents' complaint immediately 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 will reach a decision and may make recommendations, which it shall complete within 14 working days of the Hearing. The Panel will write to the parents (where possible, a copy will also be sent by e-mail) informing them of its decision and the reasons for it within 28 days of having received the complaint. The decision of the Panel will be final. The Panel's findings and any recommendations will be sent in writing to the parents, the Head, the Governors and, where relevant, the person about whom the complaint was made. Those findings are available for inspection on the school premises by the Chair of Governors and the Head.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. The School keeps a written record of all complaints and of whether they are resolved at the preliminary stage or proceed to a Panel Hearing. A record of complaints is kept for at least 3 years.

All correspondence, statements and records will be kept confidential except where the Secretary of State or a body conducting an inspection under Section 162A of the 2002 Act, as amended, requests access to them, or where any other legal obligation prevails.

Should any aspect of the complaints' procedure remain unresolved, it is possible for parents to bring such matters to the attention of Ofsted and/or the Independent Schools' Inspectorate.

No formal complaints were made in the academic year 2009-2010

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

Policy reviewed January 2011: SMN/SLT
Date of next review: January 2012