**Exclusion Policy**

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| Date reviewed | January 2025 |
| Reviewed by | Headteacher |
| Approved by | Proprietor |
| Planned Review date | January 2026 |

**Introduction**

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

* In response to a breach of the school’s Behaviour policy.
* If allowing the pupil to remain in School would seriously harm the education or welfare of the pupil or others in the school.
* In the case of unauthorized absences, the school has the option of taking a pupil’s name off the register. See Attendance Policy.
* Abusive/ Violent behaviour towards staff from a parent/carer.
* If a parent fails to pay fee by the stated dates (Admission’s Policy).

Exclusion is an extreme sanction and is only available to be administered by the Headteacher.

Exclusion is not an appropriate sanction for minor incidents but may be used for:

* Threat or actual verbal abuse to Staff and others (online or otherwise)
* Threat or actual verbal abuse to students (online or otherwise)
* Threat or actual physical abuse to/attack on Staff
* Threat or actual physical abuse to/attack on students
* Indecent behaviour
* Damage to property
* Misuse of illegal drugs
* Misuse of other substances
* Theft
* Buying or selling of prohibited items in and around school, and amongst students of the school.
* Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student’s behaviour.

**Fixed Term Exclusion**

* Most exclusions are of a fixed term nature and are of short duration (usually between one and three days)
* The DfE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year
* The Headteacher has established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination
* The Headteacher does have established arrangements to review fixed term exclusions, which would lead to a pupil being excluded for over five days, but not over 15 days, in a school term where a parent has expressed a wish to make representations (see document - arrangement to review all exclusions)
* Following exclusion parents are contacted immediately where possible and given details of the exclusion and the date the exclusion ends
* A reinstatement meeting will be held following the expiry of the fixed term exclusion, and this will involve the Headteacher and other staff where appropriate

**Permanent Exclusion**

* The decision to exclude a pupil permanently is a serious one. It will usually be the formal step in a process for dealing with disciplinary offences following 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. If a student has previously been subject of a fixed term exclusion, a repeat of similar behaviour/offence will result in permanent exclusion. This would include persistent and defiant misbehaviour including bullying or repeated possession and or use of an illegal drug on school premises.

There are exceptional circumstances where it is appropriate to permanently exclude a student for a first or ‘one off’ offence. These might include: -

* Use of prohibited items in school.
* Serious actual or threatened violence against another student or a member of staff
* Sexual abuse or assault/threat of violence/abuse or assault.
* Supplying an illegal drug
* Carrying an offensive weapon
* Arson

The school would consider police involvement for any of the above offences.

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and wellbeing of the school.

**Factors the School considers before making a decision to exclude**

* Exclusion will not be imposed in the heat of the moment unless there is an immediate threat to the safety of others in the school or the student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the Headteacher will: -
* Ensure appropriate investigations have been carried out
* Consider all the evidence available to support the allegations taking into account the Behaviour policy
* Allow the pupil to give her version of events.
* Check whether the incident may have been produced for example by bullying or by racial or sexual harassment
* Consult with others if necessary
* If the Headteacher is satisfied that ON THE BALANCE OF PROBABILITIES the pupil did what she is alleged to have done, exclusion will be the outcome

**Behaviour Outside School**

Pupils’ behaviour outside school-on-school business for example school trips, away school sports fixtures or a work experience placement is subject to the School’s Behaviour Policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in school.

For behaviour outside school, but not on school business, the Headteacher will 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. If pupils’ behaviour in the immediate vicinity of the school or on a journey to and from school is poor and meets the school criteria for exclusion, then the Headteacher may decide to exclude.

**Coming back to school after suspension**

School has strategies in place for reintegrating a pupil who returns to school following a suspension and for managing their future behaviour.

* Students are monitored through a behaviour card if needed
* Regular communication with parents
* Behaviour manager/pastoral care team assigned to work with the student who will implement relevant behaviour strategies.