

# EVERSFIELD PREPARATORY SCHOOL



## EXCLUSION POLICY

### **MISSION**

At Eversfield Preparatory School we undertake:

- To provide a first class education for girls and boys, preparing them for entry to the leading senior schools at the age of 11.
- To offer a curriculum which values academic excellence while also retaining the breadth which nurtures the creative, sporting, technical and social skills and abilities of each child.
- To build a strong sense of community where small classes, a well ordered routine and good pastoral support help pupils to feel secure and develop their self confidence.
- To promote high moral standards and responsible attitudes based on clear and relevant Christian teaching.

### **AIMS**

This policy aims to:

- Comply with the School's Behaviour and Anti-bullying Policies.
- Comply with the Terms and Conditions as laid out in the Parent/School Contract.
- Outline the reasons when exclusion may be an appropriate course of action (fixed term and permanent).
- Outline the procedures for exclusion (fixed term and permanent) within Eversfield Preparatory School.

### **POLICY STATEMENT**

Eversfield Preparatory School seeks to avoid exclusions. These take place only for very serious incidents or when other strategies that have been tried and tested, have failed over time.

In most cases, exclusion will be the last resort after a range of measures have been tried to improve a pupil's behaviour and after a range of strategies have been put in place to address the inappropriate behaviour which may lead to exclusion.

The Headmaster and staff will identify pupils whose behaviour places them at risk of exclusion and seek additional provision to meet their individual needs; this may include support from the SENCo or external agencies as appropriate.

### **REASONS FOR EXCLUSION**

The continued presence of any pupil in the School is solely at the discretion of the Headmaster and depends upon the pupil's application, progress, conduct attendance and behaviour (including outside of school) being in accordance with such standards as the School deems necessary and appropriate.

The Headmaster may also at his sole discretion require parents to remove or may exclude a child if the behaviour of either parent is, in the opinion of the Headmaster, unreasonable and affects or is likely to affect adversely any pupil's progress at the School or the well-being of the School, staff or to bring the School into disrepute.

## **AUTHORITY TO EXCLUDE**

Only the Headmaster has the absolute discretion to remove a pupil from the school. The Headmaster is obliged to keep the Governing Body informed of any exclusion, with the exception of any members of the Governing Body who may be required to sit on an appeals committee.

## **EXCLUSION PROCEDURE**

The Headmaster is responsible for ensuring the Exclusion Policy is implemented and for reporting to the Governors.

The Headmaster will:

1. Inform the pupil's parents of the period of any exclusion or a permanent exclusion.
2. Give the reason for the exclusion.
3. Advise the parents that they may make representations about the exclusion to the Governing Body.
4. Advise the parents how representation can be made.
5. Notify the Governing Body of the details and reasons for the exclusion in the case of:
  - a) a permanent exclusion or a fixed term exclusion converted to a permanent one;
  - b) a fixed-term exclusion of more than five days or which brings the total days the pupil has been excluded in one term to more than five;
  - c) an exclusion that would result in the pupil losing the opportunity to take a public exam.

The governors will establish a Pupil Discipline Committee of three members. The Headmaster will not be a member.

For permanent exclusions and fixed-period exclusions of more than five days in any one term, the Committee will meet no later than the fifteenth school day after receiving notice of the exclusion.

If the Committee decide that a pupil should be reinstated they will give the appropriate direction to the Headmaster and inform the parent of their decision.

If they decide that a pupil should not be reinstated they will inform the parents and Headmaster of their decision. In the case of a permanent exclusion, they will notify the parent in writing of their decision and the reasons for it. The letter will advise parents of their right to appeal against the decision, whom they should contact to lodge an appeal, the final date for this and that the notice of appeal should set out the grounds of appeal.

## **PUPIL DISCIPLINE APPEAL**

1. The Parents will be referred to the Clerk of Governors to call a hearing of the Pupil Discipline Appeal Panel.
2. The matter will then be referred to the Panel for consideration. The Panel will consist of at least three persons, not members of the Pupil Discipline Committee, one of whom shall be independent of the management and running of the School. Each of the Panel members shall be appointed by the Governing Body. The Clerk to the Governors, on behalf of the Panel, will then acknowledge the appeal and arrange a hearing as soon as is practical, normally within fourteen days. The Panel will seek all relevant information and evidence from both parties.
3. If the Panel deems it necessary, it may require that further particulars or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than ten working days prior to the hearing.
4. 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.

5. If possible the Panel will resolve the parents' appeal immediately without the need for further investigation.
6. Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider to be relevant, the Panel will reach a decision and may make recommendations, which it shall complete within ten working days of the hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and recommendations, if any, will be sent in writing to the parents, Headmaster and the Governors.

Parents can be assured that the appeal will be treated seriously and confidentially. All correspondence, statements and records will be kept confidential except in so far as is required of the School.

### **EQUAL OPPORTUNITIES**

In accordance with the school's Equal Opportunities Policy, all children at Eversfield Preparatory School must be given full access to the school's curriculum. Staff will endeavour to help all children to learn and achieve and extend the boundaries of their potential, irrespective of race, gender, age or ability.

### **MONITORING AND REVIEW**

This Policy is monitored by the Governing Body and will be reviewed every two years or earlier, if deemed appropriate.

*Headmaster  
April 2008*