



# HEATH HOUSE PREPARATORY SCHOOL

## Exclusions Policy

The policy applies to all pupils at Heath House Prep School, including those in the EYFS.

In conjunction with the school's Behaviour Policy, a pupil may be excluded from school after repeated misbehavior.

Action will be taken following a single offence where that offence is deemed to be sufficiently grave. In most cases, temporary exclusion will be the result of a first offence, although the Head Teacher may at her discretion permanently exclude any pupil for a first offence which is considered to warrant such a step. In other instances, permanent exclusion may be the result of a series of less serious offences, where repetition of these offences indicates the pupil's unwillingness to conform to an acceptable pattern of behaviour. In such cases parents will have been consulted before such a stage is reached in an attempt to correct the behaviour.

A pupil may also be required to leave if, after all appropriate consultation, the Head Teacher is satisfied that it is not in the best interests of the pupil, or of the school, that he/she remains at Heath House Prep School.

### Aims

The aim of this policy is:

- To ensure procedural fairness and natural justice;
- To promote co-operation between Heath House Prep School and parents when it is necessary for a pupil to leave earlier than expected.

Heath House seeks to implement this policy through adherence to the procedures set out in the rest of this document and in conjunction with the school's Behaviour and Anti-Bullying policies and procedures.

The policy applies to all pupils at Heath House Prep School and is available to parents and prospective parents on request from the school office.

### Policy Procedure

The Behaviour Policy explains the school's expectations for behaviour and the procedures for encouraging such standards of behaviour.

The following procedures specifically deal only with major disciplinary issues.

#### EYFS

For the EYFS, exclusion would only take place once all other avenues have been explored and exhausted, including one to one intervention.

## **Pre-Prep and Prep**

There are three sanctions for serious disciplinary matters.

- Suspension from School (also known as Temporary Exclusion);
- Removal at the Request of the School (also known as Required Withdrawal);
- Expulsion (also known as Permanent Exclusion).

## **Suspension (Temporary Exclusion)**

Only the Head Teacher can suspend a child. Before deciding to suspend a child the Head Teacher will:

- Ensure that an appropriate investigation has been conducted;
- Ensure that all the relevant evidence has been considered;
- Give the child an opportunity to be heard;
- Consult other relevant people if necessary.

Work will generally be set for a child to do at home during the period when they are suspended. In addition, consideration will be given to any relevant problems of the suspended child and how they might be addressed in the interim, together with reintegration post-exclusion.

The Head Teacher will inform parents without delay, in person (whenever possible) or by telephone. The Head Teacher will also write to confirm the exclusion, stating the length and the reasons.

Temporary exclusion constitutes a clear warning about continued membership of the School and this warning should be regarded as final. The Head Teacher is in all cases reluctant to exclude temporarily more than twice. No child who is excluded for a second occasion may return to the School without the Head Teacher's approval.

## **Removal at the Request of the School (Required Withdrawal)**

Parents may be required, during or at the end of a term, to remove the pupil, without refund of fees, temporarily or permanently from the School if, after consultation with a parent, the Head Teacher is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Head Teacher, is unwilling or unable to profit from the educational opportunities offered (or a parent has treated the School or members of its staff unreasonably) and in any such case removal is considered to be warranted. The deposit will not be refunded in the event of removal from the School and fees in lieu of notice will be charged but all outstanding fees and extras will be payable in full.

Only the Head Teacher can require parents to remove a pupil and before doing so she will follow the same procedure as for temporary exclusion. In making decisions about exclusion the Head Teacher will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

## **Expulsion (Permanent Exclusion)**

A pupil may be expelled at any time if the Head Teacher is reasonably satisfied that the pupil's conduct (whether on or off School premises or in or out of term time) has been prejudicial to good order or School discipline or to the reputation of the School. The School and the Head Teacher will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in grave circumstances. There will be no refund of fees following expulsion (and all unpaid fees must be paid). The deposit will not be returned/credited and fees in lieu of notice will be charged.

Some parents prefer, after due consideration, voluntarily to withdraw their child rather than the School imposing Permanent Exclusion. However, it must clearly be understood that the Head Teacher reserves the right to insist on Permanent Exclusion.

Only the Head Teacher can permanently exclude a child and before doing so she will follow the same procedure as for temporary exclusion. In making decisions about exclusion the Head Teacher will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

### **Appeal**

A decision to permanently exclude, or require removal, of a child is not taken lightly and before it is reached the Head Teacher will have given careful consideration to any representations by the parents.

If parents wish the Head Teacher to review the case, they should set out the nature of their complaint in writing, detailing the nature of their grievance and the reasons they see for review. Further details can be found in the School's Complaints Procedure.

### **Discretion**

The decision to exclude, suspend, require removal or expel a pupil and the manner and form of any announcement shall be at the sole discretion of the School, acting on the recommendation of the Head Teacher. In no circumstances shall the School or its staff be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to suspension, the requirement to remove or expulsion or which the Head Teacher has acquired during an investigation.

### **Access**

A pupil who has been withdrawn, suspended, removed or expelled from the School has no right to enter School premises, be on School grounds or attend School trips without the permission of the Head Teacher.

Internal use only

<b>Last reviewed</b>	13 March 2018
	13 March 2017
	15 September 2016
	25 February 2016
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