



DITCHAM PARK SCHOOL

Where every child is known and valued

Exclusions Policy

Compiled by	Headmaster
Approved by	SLT
Governor Approval	
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Exclusions Policy

1 Introduction

This policy applies to the whole school including the EYFS.

This policy is in accordance with the School's Terms and Conditions and should be read alongside the School's Behaviour Rewards and Sanctions Policy. A pupil may be formally excluded from the school for a fixed term or permanently if it is proved on the balance of probabilities that the pupil has committed a serious breach of discipline or a criminal offence. Permanent exclusion is reserved for the most serious breaches.

2 Policy Rationale

This is an equal opportunity school and our aim is to ensure that all pupils act to the highest standards of academic work and behaviour, in a stimulating, rewarding environment which promotes and celebrates achievement.

The School Rules explain the School's expectations of its pupils regarding good behaviour.

Fixed term exclusion/suspension (internal or external) will be invoked for serious offences. It may also be used for more minor offences after warnings and other sanctions have been tried and have failed. Permanent exclusion (expulsion) from the school is rare and will only be invoked for very serious offences or after fixed term exclusions have failed to produce the required satisfactory level of behaviour.

3 Process/Procedure

The Headmaster or Head of Juniors/Seniors in the Headmaster's absence are the only people who can exclude a pupil either for a temporary period or permanently from School. Except in exceptional circumstances the decision to permanently exclude will only be taken by the Headmaster.

4 GENERAL GUIDELINES

The following guidelines are provided:

- 4.1.1 Temporarily excluding a pupil (internal/external) for a fixed period of time is a serious sanction and will not be used lightly.
- 4.1.2 Permanently excluding a pupil from school is the ultimate sanction and one which should be avoided if possible.



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- 4.1.3 There are few actions which are likely to result in an automatic exclusion (fixed term or permanent). Please see Section 10.
- 4.1.4 There may be cases where the decision whether to exclude, or for how long a pupil should be excluded, is based on incidences of unacceptable behaviour over a period and the response of the pupil to the support and advice offered.
- 4.1.5 Where possible, parents should always be warned if their child's behaviour is such that it is likely to lead to an exclusion. Parents should be involved in preventative strategies where this is relevant and possible.
- 4.1.6 The School will endeavour to improve the pupil's behaviour which will include working with parents to achieve this objective.
- 4.1.7 The School's Behaviour, Rewards and Sanctions Policy sets out the strategies used and the context in which exclusion is used.

5 Initial Exclusion Procedure

- 5.1.1 The following initial procedure should be followed where possible when exclusion is considered as a likely outcome for any offence outlined in Section 10.
- 5.1.2 The decision to exclude is most likely to follow a particular incident. This one incident may be serious enough in itself to justify exclusion or it could be the culmination of a series of more minor events.
- 5.1.3 Statements will be taken, where possible, from pupils and staff who witnessed the incident(s).
- 5.1.4 The Headmaster will discuss with the Head of Juniors or Head of Seniors the most appropriate action to be taken.
- 5.1.5 The Headmaster, in discussion with the Head of Juniors or Head of Seniors, will then decide whether the pupil should be excluded and whether a fixed term (internal/external) or permanent exclusion is appropriate.
- 5.1.6 Having decided a route to either a fixed term (internal or external) exclusion or permanent exclusion, one of the following secondary stages of action outlined below in Section 6 (fixed term internal/external exclusion) and Section 7 (permanent exclusion) will apply.

6 Fixed term (internal/external) exclusion

- 6.1.1 If, after following the 'initial exclusion procedure' in Section 5 above, the decision of the Headmaster is to temporarily exclude, the following additional steps will be taken.



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- 6.1.2 When a fixed term exclusion is being considered, the School (normally through the Head of Juniors or Head of Seniors) will endeavour to contact the parents as soon as possible. A meeting will be convened at the earliest opportunity in order for the parents to be apprised of the circumstances of the situation. The Headmaster will explain his decision to temporarily exclude and whether he considers an internal or external exclusion most appropriate.
- 6.1.3 In the event of a fixed term exclusion of a pupil, the parents of the excluded pupil can expect a letter from the Headmaster providing details of the fixed term exclusion. The letter will state the following:
- the nature of the exclusion internal or external
 - the reasons for the fixed term exclusion
 - the length of the exclusion
 - the purpose of the exclusion
 - any conditions attached to the fixed term exclusion
- 6.1.4 Work will be sent home in the event of an external suspension. The pupil will be separated from his/her classmates in the event of an internal suspension and work will be provided.
- 6.1.5 A formal appeal to the Governors is not part of the fixed term procedure.
- 6.1.6 It should be noted that the above fixed term procedure is intended as a guide only.

7 Permanent Exclusion

- 7.1.1 If, after following the “initial exclusion procedure” as described in Section 5 the decision of the Headmaster is to permanently exclude, the following additional steps will be taken:
- 7.1.2 A meeting with the Headmaster followed by a letter from the Headmaster, providing details of the permanent exclusion will be sent or given to the parents stating the following:
- the reason(s) for the permanent exclusion
 - the date from which the permanent exclusion commences
 - an explanation of the procedure for appealing the decision
- 7.1.3 The Headmaster will provide copies of the letter to the Chair of the School’s Complaints Panel and for the pupil’s file.
- 7.1.4 It should be noted that the above permanent exclusion procedure is intended as a guide only.



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7.1.5 If parents are not satisfied with the Headmaster's decision to permanently exclude their son or daughter they may request a Governor's Review. The request must be made in writing to The Clerk to the Governors (The Bursar) as soon as possible and in any event within seven days of the Headmaster's decision being notified to parents. The Clerk to the Governors will advise parents of the procedure under which a Governors' review will be conducted. If the parents request a Governors' Review the pupil will be suspended from School until the review procedure has been completed. While suspended, the pupil will remain away from school and will have no right to enter the school premises during that time without written permission from the Headmaster.

8 Admission of pupils excluded from other schools

8.1.1 Any pupil joining Ditcham Park School following an exclusion from another school may only be considered for admission after an interview with the Headmaster.

9 Monitoring Exclusions

9.1.1 The Headmaster will keep a record of all fixed term and permanent exclusions. Fixed term and permanent exclusions are reported to the Governors every term at the Council of Governors meeting.

10 EXCLUSION OFFENCES

10.1.1 Although this is not an exhaustive list, serious offences likely to lead to fixed term exclusion which may also lead to a permanent exclusion include:

- Carrying an offensive weapon
- Persistent and defiant behaviour
- Violent behaviour
- Bullying
- Theft
- A breach of the School Rules which the Headmaster considers warrants an exclusion
- A breach of the law
- Bringing the name of the school into disrepute
- A breach of the acceptable use policy (AUP)



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- Failing to make proper use of the teaching provided by the school
- Sexual abuse
- Racist or homophobic behaviour
- Any other good or necessary reason

10.1.2 The following very serious offences are likely to lead to permanent exclusion:

- Serious actual or threatened violence (including bullying) against another pupil or a member of staff
- Involvement in any illegal acts or the possession of, or supply of, illegal drugs
- Sexual abuse or assault
- Repeated offences may also lead to permanent exclusion