



Ashton House Preparatory School

Exclusions Policy

Policy Title:	Exclusions Policy
Version:	Aug 24
Policy Summary:	This policy sets out the processes Ashton House School and EYFS setting will follow if the behaviour procedures outlined in the school Behaviour Policy have been exhausted and an exclusion is being considered.
Policy Owner:	Headmaster
Relevant to:	All staff, parents and pupils
Date introduced:	January 2019
Related School Documents:	<ul style="list-style-type: none"> • Safeguarding Policy • Anti Bullying Policy • Attendance Policy • Behaviour Policy
Date(s) modified/reviewed:	<p>Reviewed March 2020</p> <p>Reviewed March 2021, formatting changes only. KH.</p> <p>Reviewed GMS Aug 2023, Aug 24 GMS</p>

Exclusions Policy

Introduction

Excluding a pupil whether for a fixed time period or permanently is the last step in the disciplinary process and is not taken lightly. It will be enforced only if all other disciplinary sanctions have been exhausted or in the case of 'one off' serious or exceptional behavioural breaches.

Moral Code

Ashton House School policies promote high standards and will not tolerate bullying or any other anti-social behaviour that disrupts the learning and wellbeing of the school community. Ashton House School acknowledges that behaviour and discipline issues may signal complex social underlying causes, which Ashton House School will take account of, and do its best to counter.

Exclusions

Only the Headmaster can exclude a pupil. Recommendations for exclusion can only be made by the Deputy Head, Heads of Upper and Lower School or EYFS lead.

Pupils may be excluded for one or more fixed periods or permanently.

A disruptive pupil may be excluded from the Ashton House School site for the duration of the lunch break. It is expected that lunchtime exclusions will not continue for any great length of time. Other solutions should be found.

Ashton House School will ensure that they do not discriminate against pupils on racial grounds in relation to exclusion under the *Equality Act 2010*. The permanent exclusion of pupils with special educational needs or disabilities is discouraged, except in exceptional circumstances.

Where an incident is also subject to a police investigation that may subsequently lead to criminal proceedings, the evidence available to the Headmaster and Proprietor may be very limited. A decision to exclude will have to be made on the basis of the available evidence, but it will not be postponed on the grounds that criminal proceedings might ensue.

Alternatives

Before resorting to exclusion, Ashton House School will normally try alternative solutions. For example:

- A restorative justice process, whereby the harm caused to the 'victim' can be redressed;
- Internal exclusion (removal from class, but not the site);

Periods of Exclusions

Fixed Period Exclusions

For repeated breaches of Ashton House School's behaviour/discipline policies, or a serious 'one off' breach, pupils can be excluded for one or more fixed-term periods not exceeding 45 school days in any one school year.

Permanent Exclusions

A decision to exclude a pupil permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or if an exceptional 'one-off' offence has been committed.

Inappropriate Exclusion

Ashton House School **does not** see exclusion as appropriate in the following cases:

- Minor breaches of discipline;
- Poor academic performance;
- Truancy or lateness;
- Non-compliance with uniform regulations (including the wearing of jewellery and extreme hairstyles) except where these are persistent and in open defiance of the rules; and
- In response to the (unacceptable) behaviour/attitude/conduct of a pupil's parents.

Parental Co-operation

Where a parent refuses to abide by the terms of a fixed-term exclusion, for example by refusing to collect the child, Ashton House School will continue to be responsible for the pupil's welfare until alternative arrangements can be made.

Review and Appeal Procedures

The Proprietor will review promptly all permanent exclusions and all fixed-term exclusions of over 15 days in total in a school term.

Arrangements must also be in place to review fixed-term exclusions over five days but not more than 15 days if the parent has asked to make representations. Exclusions for fewer than five days cannot be over-turned but must be logged and parental concerns may be considered when this is done.

Parents are entitled to appeal to the Proprietor against any exclusion. A letter stating the intention to appeal should be sent to the Proprietor at Ashton House School. A hearing will be set up as quickly as possible, but within 10 working days at the latest. The Proprietor's decision is final.

If applied for by parents within the legal time frame, the School will arrange for an Independent Review Panel hearing to review the decision of the Proprietor not to reinstate a

permanently excluded pupil. Any application made outside of the legal time frame will be rejected. The legal time frame is:

- Within 15 working days of notice being given to the parents by the Proprietor of their decision to uphold a permanent exclusion; or
- Where an application has not been made within this time frame, within 15 working days of the final determination of a claim of discrimination under the *Equality Act 2010* in relation to the exclusion.

The review must begin within 15 working days of the day on which the School received the parent's application for a review. The School will take reasonable steps to identify a date for the review that all parties are able to attend.