

## EXCLUSIONS POLICY AND PROCEDURES

### Statement of Policy

Hampshire Collegiate School seeks to create a caring and safe environment, conducive to learning. The school aims to promote good behaviour and discipline and recognises that exclusion is a serious matter and has the potential to affect the student's life chances in a significant way. Decisions in respect of exclusion, therefore, will not be taken lightly, but only after careful consideration and in circumstances which are fair. Care will be taken to ensure that students are only excluded after all the relevant factors have been considered and when the Principal is convinced that there is no alternative. The school will ensure that parents are involved at an early stage in issues concerning behaviour and discipline which may lead to exclusion. This policy should be used in conjunction with the school's Discipline and Behavioural Policy available on the school website and from the school office.

### Exclusions Procedure

When exclusion is being considered, the Principal will ensure

- a) that a thorough investigation has been carried out,
- b) that the evidence has been considered,
- c) that where appropriate, statements have been taken from witnesses and
- d) that the student has had the opportunity to give his/her version of events.

A student is likely to be excluded if

- a) allowing him/her to remain at Hampshire Collegiate School seriously harms the learning or welfare of another student or students in the school;
- b) allowing him/her to remain at Hampshire Collegiate School harms the welfare of an adult or adults at the school.;
- c) his or her behaviour seriously undermines the ethos of the school;
- d) the students behaviour is judged to be gross misconduct.

Exclusions may be considered in response to a single significant action. There may be exceptional circumstances where, in the Principal's judgement, it is appropriate to permanently exclude a child for a first or 'one off' offence. These might include:

- a) serious actual or threatened violence against another pupil or member of staff
- b) sexual abuse or assault
- c) supplying an illegal drug
- d) carrying an offensive weapon

However, exclusion may be considered as a consequence of a series of actions, whether related or not, which in themselves may be less significant but which taken as a whole demonstrate a pattern of behaviour which is considered to be unacceptable using the standards set out above.

### Early Years – Nursery and Reception Classes

Exclusions would be extremely rare and would only take place if all other interventions mentioned in the Discipline and Behaviour Policy had failed.

### Junior and Senior School

As above, exclusions would be extremely rare and would only take place if there had been a serious breach of school rules and/or all other interventions had failed. Detailed pastoral records would show progress towards exclusion and would include records on any meetings/phone calls with child and parents.

## **Levels of Exclusions**

- a) Temporary exclusion or fewer than 15 school days in any one term
- b) Removal at the Principal's request
- c) Permanent exclusion

If students are sent home in response to a breach of discipline, even for short periods of time, this is an exclusion. It must be formally recorded as an exclusion.

The Principal will consult with the LGB and inform the Deputy CEO UCST over serious disciplinary matters.

## **Temporary Exclusion**

In the Early Years department and Junior School the decision to temporarily exclude a student would be made directly by the Principal or by the Head of the Junior School.

In the Senior School the decision would be made by the Principal, Vice Principal or by a member of the Leadership Team authorised to deputise for the Principal in making such decisions.

In addition to the procedure detailed above, the member of staff responsible for the temporary exclusion would:

- Ensure that a full investigation has been carried out.
- Listen to and record the child's version of events.
- Gather all relevant evidence and witness statements.
- Records should be brief, precise, accurate and relevant. All written records pertaining to the enquiry should be signed and dated.
- Inform parents and meet with them when the child is collected from school.
- The Principal will write to the parents with the statement of decision, putting the decision to exclude in writing, stating the date the exclusion takes effect.
- Ensure that suitable work is set so that the excluded student can be supported in their learning.
- Work with parents /staff and pupils as appropriate to re-integrate the child on their return to school.
- On the student's return to school meet with the child and ensure that he/she understands that a repeat of the same offence is likely to result in the Principal talking to the LGB about permanent exclusion.
- A brief written report, which may be a copy of the letter of exclusion, will be sent to the Chair of the LGB as soon as possible following the decision.

## **Removal at the Principal's Request**

This could occur, without a refund of the fees, as a temporary measure or as a permanent measure if the school feels that the parents are not supporting the school in its discipline and behaviour policy, particularly if the child's behaviour is seriously affecting the learning or welfare of other pupils, if the child is unable or unwilling to access the educational opportunities that the school offers. In such a case the Principal will help to negotiate a place at another school.

Before taking such a step the Principal would try all other ways to resolve the issues.

## **Permanent Exclusion**

The Principal reserves the right to permanently exclude a pupil at any time if he is satisfied that the pupil's actions or behaviour have been a serious breach of the school code of conduct, has seriously damaged the school's reputation or for other reasons for which there is sufficient supporting evidence. In making his decision the Principal will consult with the Chair of the LGB and seek legal or UCST advice if needed.

The Principal will also consult others who have knowledge of the circumstances and who might be expected to provide information and advice to the Principal prior to making his final decision. Checks will be made to ensure that the incident was not provoked, for example by bullying or by racial or sexual harassment.

The Principal will take into account the school's behaviour and equal opportunities policies, and, where applicable, the Race Relations Act 1976, as amended, and the Disability Discrimination Act 1995, as amended.

The student will always be allowed to give his/her version of events.

The Principal will invite the parents to a meeting to discuss the position and to allow them to make representation before coming to a final decision. The Principal will tell the parents that he is minded to permanently exclude the student in advance of the meeting. If parents refuse to attend or are unable to attend having been given a reasonable opportunity to do so or if, in exceptional circumstances, eg the parents are overseas, such a meeting is, in the Principal's judgment, not possible, the Principal must alert the Chair of the LGB to this situation.

In addition, the Principal must consult fully with the Deputy Chief Executive and the Chair of the LGB before the decision is implemented.

A written report of the exclusion will be sent to the Deputy Chief Executive and Chair of the LGB.

Any child who is temporarily excluded, asked to leave or permanently excluded has no right of access to the school premises or staff without the permission of the Principal.

### **Notifying Parents of the Decision to Exclude**

Following any exclusion, the Principal will write to the parents with the statement of decision, putting the decision to exclude in writing, stating the date the exclusion takes effect.

The letter will also explain

- (i) The circumstances leading up to the decision to exclude
- (ii) Why the Principal decided to exclude the student
- (iii) If relevant, what steps were taken to try and avoid the exclusion;
- (iv) Details of any previous warnings, fixed period exclusions or other disciplinary measures taken before the present incident;
- (v) The arrangements for enabling the student to continue his/her education, including the setting and marking of the student's work;
- (vi) The parents' right to see and have a copy of their child's record;
- (vii) The parents' responsibility to ensure their child is not in a public place in school hours during the first five days of an exclusion.

If the exclusion is for a fixed period, the letter will also state

- (i) The length of the exclusion and the date and time the student should return to the school
- (ii) The arrangements for a parent interview at the end of the exclusion to discuss the process of reintegration.

The letter will also state the parents' right to appeal and the appropriate mechanism for that to happen.

### **Appeal Process**

Appeals against exclusion can be made in accordance with the school's complaints procedures as documented on the school website and which is also available directly from the school.

### **This policy is supported and complemented by:**

- Behaviour and Discipline Policy
- Complaints Policy