



# Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

## Exclusion Policy

### Scope of Policy

This policy applies to the school including the EYFS.

A decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by the school. The school is responsible for communicating to pupils, parents and staff, its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct. No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

### Behaviour Outside School

Pupil's behaviour outside school on school business, eg. school trips, at sports fixtures, is subject to the school's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in school. For behaviour outside the school, not on school business, the Headteacher may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole, or if it is deemed to be damaging to the reputation of the school.

### Pupils with Special Educational Needs and Disabled Pupils

The school must take account of any special educational needs when considering whether or not to exclude a pupil. We have a legal duty under the Equalities Act 2010 not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. The Headteacher should ensure that reasonable steps have been taken by the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability. 'Reasonable steps' could include:

- Differentiation in the school's Behaviour Policy.
- Developing strategies to prevent the pupil's behaviour.
- Requesting external help with the pupil.
- Staff training.

### Exclusion procedure

Most exclusions are of a fixed term nature and are of short duration. To ensure the well-being of all children within Hopelands School this policy is written to exclude pupils where it is felt their behaviour or attainment is not commensurate with the ethos or available facilities of the school.

The procedures laid out below are to be followed:

1. The Form Teacher, having identified an ongoing cause for concern, will call a meeting of the Parents/Guardian of the pupil and his or her self to apprise them of the situation. The Head may be present, if it is deemed necessary by the Form Teacher.
2. At the first meeting targets will be set, in the form of a contract, for the pupil. Parents will be given a copy of this contract and they will sign a copy to be retained by the teacher.
3. Minutes will be taken of the first meeting and a copy will be sent to the Parents.
4. A time will be agreed by both Parents and staff by which the targets will be either met or subsequent action taken.
5. If the behaviour or attainment of the pupil deteriorates to such an extent that other children in the school are affected then an Interim Meeting will be called by the Head to inform the Parents of the concerns raised, again this meeting will be minuted.
6. If after the agreed time, assuming an Interim Meeting has not been called, there will be another meeting called to discuss the situation with the Parents. If targets have been met this fact will be minuted and no further action will be taken. If, however, there has not been sufficient improvement then the contract will be assessed and a decision made by the Head, in consultation with the Form Teacher and Chair of Governors, to decide whether the pupil will be excluded and if so for how long.
7. If the Head feels that there could be external factors relating to the case that would alter the behaviour or attainment of the pupil then a temporary exclusion would be considered. However, if it is deemed that the child has no external factors relevant to the situation then the exclusion will be permanent.
8. Parents will have the right to appeal, within two weeks, to an Appeal Panel of three members of the Board of Governors who will not have had sight of any documentation, nor any verbal communication, concerning the matter. This Appeal Panel will comprise of two Non-Parent Governors and one Parent Governor. The Panel will report their findings to the Parents and Head within two weeks. The decision of the Appeal Panel is binding.
9. During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the School premises, and that daytime supervision is their responsibility, as parents/guardians. Work will be provided by the class teacher.

### **Marking Attendance Registers following Exclusion**

When a pupil is excluded temporarily, he/she should be marked as absent using Code E.


### **Procedure for Appeal**

If parents wish to appeal the decision to exclude, for temporary exclusions parents can contact the governors. If parents wish to appeal a decision regarding Permanent Exclusion, they can request a review from an Independent Review Panel. If parents perceive that their child has been excluded for reasons connected with a diagnosed or undiagnosed SEN, they may request the presence of an SEN expert to attend the Panel meeting.

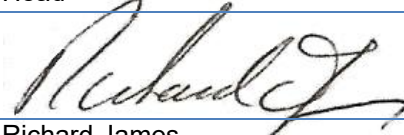
This policy was adopted at a meeting of  
Held on  
Date to be reviewed  
Date of Last Review

Hopelands Preparatory School  
February 2017  
February 2021  
February 2019

Signed on behalf of the senior management team  
Name of signatory  
Role of signatory

  
Sheila Bradburn  
Head

Signed on behalf of the Governing Body  
Name of signatory  
Role of signatory

  
Richard James  
Chair of Governors