

Exclusion Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

1. Purpose

1.1 The purpose of this policy is to explain the circumstances in which a pupil may be excluded from Abbot's Hill School and the processes that will be followed in such an instance.

2. Introduction

2.1 Abbot's Hill School has high expectations regarding the standard of conduct and behaviour of its pupils. The school expects its pupils to be courteous, well-mannered and polite.

2.2 The school's **Terms and Conditions** and its [Behaviour Policy](#) explain the school's expectations in detail.

2.3 Parents and pupils should understand that the school has the right to impose sanctions if a pupil breaches the school's rules and regulations. Such sanctions may involve the exclusion of a pupil.

3. Principles

3.1 The Headmistress shall act with procedural fairness in all cases of Exclusion whether for a fixed period or permanent.

3.2 The school will always endeavour to:

- Provide reliable evidence of misconduct to support its decision
- Ensure that each case is considered fairly, taking into account the individual circumstances
- Uphold its duty of care to safeguard the welfare of the pupil concerned and that of other pupils and staff in the school
- Take into account other relevant circumstances
- Inform parents as soon as possible of the decision to exclude, for a fixed period or permanently, and to create opportunities for further communication
- Provide parents with work for continuation of a pupil's studies in the case of exclusion for a fixed term of more than one day
- Assist parents in finding alternative education for a pupil who has been permanently excluded
- Make available to parents a process to appeal against the school's decision to permanently exclude (expel) a student

4. Suspension and Exclusion

4.1 Only the Headmistress or, in her absence, the Deputy Head or Head of Prep have the power to exclude a pupil from the school for a fixed period of time (Suspension).

4.2 In the instance where a pupil is excluded from school for a fixed period of time, a return date will be provided by the Headmistress. Parents should return their child on that date by escorting her to the main Reception. The Headmistress may require the pupil and/or parents to attend a brief meeting on the morning of the pupil's return to school.

4.3 The Headmistress may exclude a pupil for one or more fixed periods. The Headmistress may also exclude a pupil permanently (Expulsion). It is also possible for the Headmistress to convert fixed-term exclusion (Suspension) into a permanent exclusion (Expulsion), if the circumstances warrant this.

5. Permanent Exclusion - Expulsion

5.1 A pupil may be permanently excluded (Expelled) if it is proved on the balance of probabilities that the pupil has committed a very grave breach of discipline or a serious criminal offence. This sanction is reserved for the most serious breaches.

5.2 The Headmistress's decision to expel a student shall be subject to a Governors' Review if requested by the parents. Such a request shall be made as soon as possible and in any event within seven days. The Parents will be provided with a copy of the Review procedure current at the time. The pupil will be suspended from the school pending the outcome of the Review.

6. Monitoring

6.1 The Headmistress monitors the effectiveness of this policy on a regular basis. She also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

6.2 The school keeps a variety of records of incidents of misbehaviour. The Head of Pupil Progress and Welfare keeps records of serious sanctions imposed on pupils including a record of any pupil who is suspended for a fixed-term, or who is permanently excluded.

6.3 It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

Issue Date: March 2019

Review Date: March 2020 or earlier if major change



Elizabeth Thomas
Headmistress