

## 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 Head 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 Head 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 Head. Parents should return their child on that date by escorting her to the Main Reception. The Head 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 Head may exclude a pupil for one or more fixed periods. The Head may also exclude a pupil permanently (Expulsion). It is also possible for the Head 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 Head'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 Head 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 Director of Pastoral Care 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.

#### **Signed:**

Issue Date: May 2021

Review Date: November 2022 or earlier if major change requires



Mrs Kathryn Gorman  
**Head**