



**Exclusion Policy  
A Whole School Policy including EYFS**

**We will enable each child to thrive personally, socially and academically, preparing them for the future by creating an environment that promotes wellbeing, encourages curiosity and celebrates individual success**

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## 1. Introduction

Twickenham Preparatory School ("the School") aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School.

This policy contains guidelines, explaining the processes to be followed in the case of a serious breach of discipline/misconduct by a pupil, a consequence of which could result in a temporary or permanent exclusion from the School. The policy applies to all pupils at the School but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his/her parents.

The aims of this policy are to:

- Support the School's Behaviour Management Policy
- Ensure procedural fairness and natural justice
- Promote co-operation between the School and parents, when it is necessary for the School that a pupil is to leave earlier than expected.

## 2. Definitions

Reference to the following is made throughout this policy and is defined as follows:

- **Temporary exclusion:** Where a pupil is sent home for a prescribed period, either to facilitate an investigation or as a sanction in its own right
- **Permanent exclusion:** Where a pupil has been permanently dismissed from the School following formally recorded, serious misconduct
- **Required removal:** Where a pupil has been required to leave the School, but without the stigma of permanent exclusion.

## 3. Sanctions

When misbehaviour is identified, sanctions are implemented in line with the School's Behaviour Management Policy. The vast majority of disciplinary offences committed by pupils at the School can be adequately dealt with using the Behaviour Management Policy, which should be read in conjunction with this policy.

In the event that a pupil's behaviour is sufficiently serious or persistent, it may be necessary to exclude a pupil from the School. That exclusion may be temporary or permanent.

### 3.1 Temporary Exclusion

The Headmaster may temporarily suspend a pupil, for a limited period of time in accordance with this policy.

If temporary exclusion proves ineffective, or the misbehaviour is serious, the School may deem it necessary to permanently exclude the pupil, or to require him/her to be withdrawn in accordance with this policy.

### 3.2 Permanent Exclusion

Permanent exclusion is reserved for the most serious breaches of discipline/misconduct. A non-exhaustive list of behaviours that could result in permanent exclusion or required removal includes the following:

- Physical assault against pupils or adults
- Behaviour which puts the safety of the pupil, or any other person, in jeopardy
- Verbal abuse/threatening behaviour against pupils or adults
- Bullying (including cyber-bullying), in accordance with the School's Anti-Bullying Policy
- Committing a criminal offence
- Fighting
- Abuse on the grounds of race, sex, sexual orientation, religion/belief, disability, special education needs or any form of unlawful discrimination
- Sexual harassment or misconduct, including youth produced sexual imagery
- Tobacco, drug and alcohol misuse (including supply/possession/use)
- Wilful damage to property
- Vandalism or computer hacking
- Theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff
- Bringing illegal, inappropriate, or dangerous items into school, such as: drugs, weapons, firearms or pornographic material
- Persistent disruptive behaviour or serious breaches of the School's Behaviour Management Policy or School's Rules and Guidelines
- Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community
- Other serious misconduct (on or off the school premises) which actually, or potentially, or indirectly, brings the School into disrepute or damages its reputation.

A permanent exclusion may also be imposed by the School as a sanction for a series of more minor misdemeanours.

### **3.3 Required Removal**

The School may require the removal of a pupil when, in the opinion of the Headmaster, there has been a breakdown of the relationship between the pupil and/or parent(s) and the School. This may arise through:

- A breakdown of trust between the School and the parent(s). A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds of unreasonable parental behaviour includes the following:
  - Treating the School or a member of staff unreasonably
  - Making a malicious allegation about a member of staff or the School
  - Communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive
  - Behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community
  - Behaving in a manner which brings (or is likely to bring) the School into disrepute
  - Behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) a pupil's progress at the School
  - Breaching the School's Terms and Conditions (Parent Contract).

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School/School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).

- A breakdown of trust between the School and the pupil. This may manifest itself in a number of ways, including:
  - Persistent misconduct such as unauthorised absence from school
  - When a pupil has brought a malicious or unjustified allegation against a member of staff and where there are reasonable grounds that this may happen again in the future
- Other circumstances where the Headmaster (after appropriate consultation) is satisfied that it is not in the best interests of the pupil, or of the School, that the pupil remains at the School.

#### **4. Breaches of Discipline Outside of the School Grounds**

The School takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of school can be damaging to the reputation of both the pupil and the School, and the School may discipline pupils for misbehaviour outside of school premises, in accordance with the provisions of its Behaviour Management Policy, to the extent that it is reasonable to do so.

Where a serious incident is reported to the School of a pupil's poor behaviour outside of the school grounds, the School will follow the investigation procedure set out in this policy. In any event, whether the misbehaviour is a serious or minor incident, the School will take an evidence-based approach and may talk to witnesses before identifying further action and any sanctions required for such behaviour.

This may apply in the following circumstances:

- Misbehaviour when the pupil is:
  - Taking part in any activity organised by the School, or related to the School
  - Travelling to and from school
  - Wearing school uniform
  - In some other way identifiable as a pupil of the School.
- Misbehaviour at any time, whether or not the conditions above apply, that:
  - Could have repercussions for the orderly running of the School
  - Poses a threat to another pupil or member of the public
  - Could adversely affect the reputation of the School.

In all cases, the above misbehaviour would apply whether it took place in person, over the telephone or online (including on social media).

In all cases, the member of staff may only discipline the pupil when on school premises (or elsewhere, where the pupil is under the supervision of that member of staff).

## **5. Investigatory Procedure**

The Headmaster undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Headmaster or their nominee). Any findings of fact will be made on the basis of the balance of probabilities. Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being excluded.

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime if they remain on School premises.

Prior to any decision being taken by the Headmaster to exclude or require the removal of the pupil, the Headmaster will meet with the pupil and their parents or in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour, the parents.

If the Headmaster considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil/their parents.

Following the conclusion of the meeting the Headmaster will reach a decision. The Headmaster will communicate the decision in writing within five working days from the meeting.

## **6. Appeal Process**

The School will always offer the right of appeal to any pupil permanently excluded or required to be removed from the School (but not a decision to temporarily exclude a pupil unless the exclusion is for eleven school days or more, or would prevent the pupil taking a public examination).

Any such appeal shall be governed by Stage 3 of the School's Parental Complaints Procedure. The request must be made as soon as possible and, in any event, must be received by the Chair of Governors within five working days of the decision being notified to the parents. The Chair of Governors can be contacted on [hbates@twickenhamprep.co.uk](mailto:hbates@twickenhamprep.co.uk) or via the School Office. Pending such appeal, the pupil shall remain excluded from the School.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

The outcome of the appeal process is final and there shall be no further right to appeal.

## **7. Confidentiality**

All those participating in the application of this policy including parents and pupils are required to keep all statements, correspondence, notes and documents confidential except where legally required to disclose them.