



SOMERHILL

## **EXCLUSION POLICY**

**Policy Owner: Headmaster and Head of SPP**

**Reviewed: September 2024**

**Next review: September 2025**



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## **Aims**

The aim of exclusion is to modify behaviour whilst not interfering with the continuous education of a pupil.

This policy outlines the use of exclusion as a sanction by the Headmaster when dealing with certain cases of misbehaviour. The aim of this Policy is to ensure procedural fairness to promote co-operation between the school and parents when it is necessary to consider exclusion as a sanction. All schools have the legal right to impose reasonable sanctions if a pupil misbehaves. This policy applies to all pupils, including those in the Early Years.

## **Procedures**

For the sake of clarity, the term 'exclusion' includes required short term absence from school (often known as 'suspension') as well as potential permanent removal from the school.

The pupil should only be excluded in cases of serious breach of the school's behaviour/discipline policy and if the continued presence of the excludee in the school would seriously damage the education or welfare of other pupils or staff.

Only the Headmaster can exclude with reference to the Chair of the Governors. Before deciding to exclude the Headmaster will:

- ensure that an appropriate investigation has been conducted;
- ensure relevant evidence has been considered;
- give the pupil an opportunity to be heard;
- consult other relevant people if necessary;
- meet with the parents of the pupil facing exclusion.

The Head is permitted to exclude a pupil for one or more fixed term periods not exceeding forty five days in any school year.

The school will consider the following:

- how the pupil's education will continue;
- how his/her problems might be addressed in the interim;
- reintegration post exclusion.

The Head will inform the parents without delay (by telephone, with a follow-up letter by email within one school day) and will provide the following information:

- the length of the exclusion;
- the reasons for the exclusion;
- whether it is fixed term or permanent exclusion;



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- arrangements for the setting and marking of work;
- an opportunity for the parents to discuss the exclusion with the Headmaster.

The Headmaster will also inform the Chair of Governors within one school day of permanent exclusions and fixed term exclusions lasting more than five school days.

Parents have the right of appeal against any exclusion exceeding five school days. The appeal will take the form of a meeting with the Headmaster and should be requested within 48 hours of the notice of exclusion being received. Every effort will be made to hear the appeal within 48 hours of the appeal being lodged.

The school will also consider whether a child's behaviour gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff will follow the school's Safeguarding Policy. The school will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs and whether a referral to Children's Social Care is appropriate.

If the behaviour of a child significantly impacts negatively on the learning of others then, after every effort has been made to address the situation, the school reserves the right to exclude permanently that child from our educational setting.