



Exclusion Policy

Schedule for Development / Monitoring / Review

Kensington Wade School does not use any form of corporal punishment.

In accordance with the Conditions of Acceptance and Parent Contract for Entry into the School, the School reserves the right to expel (permanent exclusion) or suspend (temporary exclusion) pupils.

This policy should be read in conjunction with the School's Behaviour Policy, Safeguarding Policy and Complaints Policy.

IMPLEMENTATION & PROCEDURES

1. Suspension

Temporary exclusion (suspension) is normally only used when all other avenues have been explored or, in some cases, for a severe offence as outlined in the Behaviour, Rewards and Sanctions Policy. It is acknowledged that temporary exclusion can have a positive effect on the pupil concerned, but that further and longer exclusions are usually to benefit or safeguard the quality of education provided to the rest of the pupils at the School.

Pupils may be excluded for up to 45 days in a school year. Exclusions of more than 2 days would only be used rarely. Longer exclusions are likely to make it more difficult for pupils to re-integrate into School.

The Head will contact the parents of a pupil who is to be suspended. School work will be arranged to be completed at home and will be marked when the pupil returns to School. Parents will be notified in writing of the reason for the suspension; the letter will explain the arrangements for the setting and the marking of the work set. Arrangements for re-admitting pupils after exclusion will include receipt of work completed during exclusion.

If a pupil is excluded for more than 15 days, a plan for re-integration will be drawn up for whenever the pupil is due to return to School by the appropriate members of staff.

If the disciplinary offence is a severe one, the Head may decide that the suspension given constitutes a final warning and that any further offence of a

similar gravity would result in expulsion. The Head will put such a warning in writing to the parents and evidence of this will be kept on the pupil's record.

2. Expulsion (permanent exclusion)

A decision to expel a pupil will only be taken as a last resort when all other strategies have been employed to no avail or where a pupil has committed a severe one-off offence.

Without prejudice to the Conditions of Acceptance and Parent Contract for Entry to Kensington Wade School, when expulsion is under consideration, the following procedures will be followed:

- a. The pupil concerned will initially be suspended.
- b. The Head will contact the Chairman to inform him of the situation and will keep him updated throughout the process.
- c. The Head will have a meeting with the pupil's parents to discuss the situation and obtain their views prior to deciding to expel the pupil. The Head will write a letter following the meeting to confirm the decision to expel the pupil.
- d. The expulsion will take effect immediately and the pupil will not be re-admitted to the School premises. Any personal effects belonging to the pupil will be collected by the appropriate members of staff and returned to the parents.

The Head's decision is final, but the parents have the right of appeal in accordance with the School's Complaints Policy.

HM September 2023

REVIEW DATE: August 2024

Reviewed by EB September 2023