



Exclusions Policy

This policy applies to all sections of the School including the EYFS

Kirkstone House School places great emphasis on the personal development of its pupils. 'The Individual Counts' and this reflects the fact that the school community is characterised by tolerance of difference and mutual respect. Kirkstone House pupils are responsible, courteous, compassionate young people of integrity.

Each pupil receives individual pastoral care and each is encouraged to have high aspirations and to care about the whole school community. Every member of the school recognises their individual contributions and responsibility in an environment where successful achievements and personal development are acknowledged and rewarded and where actions are accountable. Our aim is to have a safe learning community.

Exclusion is always a last option for us but this policy contains guidelines, which explain the circumstances under which a pupil may be excluded from school. The policy applies to all pupils including those in Lower School and EYFS. It does not cover cases where a pupil has to leave because of ill health, non-payment of school fees or withdrawal by parents.

As Kirkstone House is characterised by the wide ranging needs of its pupils, each case concerned with misconduct is treated on an individual basis and whilst we have clear guidelines, reasonable adjustments may be made where necessary and appropriate, for example for pupils on the Autistic Spectrum or for those with mental health issues. This is in line with the Equality Act 2010.

Aims

The aims of this policy are:

- To support the School's behaviour and discipline code.
- To ensure procedural fairness and natural justice.
- To ensure consistency of approach.
- To promote co-operation between the school and parents when it is necessary for the School that a pupil is required to leave earlier than expected.

Misconduct

Pupils may be excluded from school for a fixed period of time or on a permanent basis. This is dependent on the kind of misconduct; its frequency and its severity.



Permanent Exclusion (Expulsion)

The following categories of misconduct will result in permanent exclusion:

- Supply of illegal drugs or substances intended to resemble them
- Use or possession of illegal drugs and solvents or their paraphernalia or substances intended to resemble them
- Persistent bullying
- Intimidation
- Serious physical violence
- Possession/use of alcohol/tobacco
- Misconduct of a sexual nature, supply and possession of pornography
- Theft
- Serious Vandalism
- Bringing an offensive weapon into school
- Persistent attitudes or behaviour which are inconsistent with the school's ethos
- Other serious misconduct towards a member of the school community or which brings the school into disrepute (single or repeated episodes) on or off the school premises.
- Other circumstances: A pupil may be required to leave if, after appropriate consultation, the Headmistress is satisfied that it is not in the best interests of the pupil or of the School that he/she remains at the School.

Note: The Headmistress has the right and requires parents to support all disciplinary procedures employed by the School if their child or behaviour during School or those organized outside the premises is such that it brings the School into disrepute or interferes with the safety or progress of another child. The Headmistress may, in her absolute discretion ask a parent to remove a child/children from the School if the behaviour of either parent is unreasonable and affects or is likely to affect their child or other children's progress, safety or welfare. This is enshrined in the Parent Contract.

Fixed Term Exclusions (Suspension)

Fixed term exclusions for a period of one, two or three days may be used for serious breaches of the School's rules, ethos and expectations. Pupils may also be excluded for persistent poor behaviour when other sanctions have had little effect.

Fixed term exclusions will be used for the following:

- Bullying behaviour of any kind including Cyber-bullying carried out either in school or out of school
- Persistent breaking of school rules
- Gross rudeness/inappropriate behaviour
- Fighting with intent to cause harm

Investigation Procedure

Complaints: Investigation of a complaint or rumour about serious misconduct will normally be coordinated in the first instance by the Form Tutor and its outcome will be reported to the



Headmistress. Parents will be informed as soon as is reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being suspended or required to leave.

Suspension: A pupil may be suspended from school and required to remain at home while a complaint is being investigated, alternatively, he / she may be placed in segregation under the supervision a senior member of staff or the Headmistress.

Search: We may decide to search a pupil's space and belongings and ask him/her to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so. Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy. This policy does not authorise an intimate search or physical compulsion to remove clothing. If necessary the Police will be called. The search will be carried out by a person of the same gender as the pupil concerned in the presence of a witness of the same gender.

Interview: A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If the pupil is then interviewed formally about a complaint or rumour, arrangements will be made for him / her to be accompanied by a parent. A pupil who is waiting to be interviewed may be segregated but made as comfortable as possible whilst supervised by a member of staff.

Ethos: An investigation and any subsequent meeting will be conducted fairly and in a way appropriate to the school, without formal legal procedures. Each case will be considered individually taking into account that reasonable adjustment has to be made for certain pupils, e.g. those on the Autistic spectrum or those with Attachment Disorder or other emotional and mental health issues. We are mindful of the fact that each case of misdemeanor has unique circumstances associated with it. The Headmistress will therefore exercise her discretion when deciding appropriate sanctions. This is in line with the School's Rewards and Sanctions section of the Behaviour Policy.

Disciplinary Meeting: If the investigation has ascertained that there has been serious misconduct involving a pupil, parents will be contacted. Evidence concerning the misconduct will be given and parents will be reminded of school's policies such as Behaviour and Anti-bullying.

The parents and the pupil will be able to state their side of the case.

The Headmistress will then consider the evidence in order to decide if the complaint has been sufficiently proved. The standard of proof will be the civil standard, i.e. the balance of probabilities.

If the complaint has been proved, the Headmistress will outline the range of disciplinary sanctions which she considers are open to her. She will take into account any further statement which the pupil or others wish to make. The pupil's disciplinary record will be taken into account. A decision will then be made within 24 hours. However, the School aims to give its decision as soon as possible to reduce anxiety. After parents have been informed of the decision to exclude a pupil for a fixed term, a formal letter will then be sent home.

All decisions with regards to fixed term or permanent exclusion are made in consultation with the Proprietors of the School.



Pupils who are excluded for a fixed term will have a re-entry interview with the Headmistress on his / her return. The purpose of this meeting is to reassure pupils that there will be no on-going punishment for whatever their misdemeanor has been and to offer support and mentoring. Parents will have an updated progress review of their child's conduct and behaviour at the end of term.

If a pupil has been permanently excluded, parents will be informed verbally and by letter. Parents will be informed about the form of reference that will be provided for the pupil and arrangements will be made to transfer any work / coursework to the pupil, parents or another school. Parents will be informed if the pupil is allowed to return to school in order to sit any public examinations and whether assistance can be given in helping the pupil to find a place at another school.

The Bursar's Office will contact the parents in order to discuss any matters of a financial nature.

Appeal

If parents are unhappy about a decision by the Headmistress to exclude a pupil from school, an appeal can be launched in accordance with the School's Complaints procedure (available on the school web-site).

Monitoring and Review

This policy document will be monitored by the Headmistress who will report to the Proprietors when appropriate. The policy is available on the School web-site www.kirkstonehouseschool.co.uk

Links with other policies:

Behaviour Policy
Anti-bullying policy
Rewards and Sanctions Policy
Equal Opportunities Policy

Authorised by

Mrs Corinne Jones
Headmistress
On behalf of the Proprietors

Dated

6th October 2018

Date of next review

6th October 2019