Exclusion Policy

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School Exclusion Policy

We expect all members of the school community to act in a reasonable, supportive and respectful manner in ensuring the well-being of our community. Where this is compromised by the conduct of a child or parent exclusion will be considered. Each child and situation will be treated individually. We will always work with all the staff and parents to ensure the best interests of the child, only as a last resort will exclusion be considered.

This policy outlines the principles and procedures for applying an exclusion sanction. It aims to ensure fairness, transparency, and consistency in decision-making, while prioritising the safety and well-being of all members of the school community. This policy also details the procedures for reintegrating children into school following an exclusion.

Surval Montreux will apply its behaviour policy in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely.

Guiding Principles

This policy is underpinned by the following principles:

- Fairness: All decisions regarding exclusion will be made fairly, consistently, and without discrimination.
- Safety: The safety and welfare of all students and staff are paramount. Exclusions will be used to ensure a safe learning environment.
- Proportionality: Exclusions will be proportionate to the severity of the misbehaviour and will be a measure of last resort.
- Early Intervention: The school will seek to address behavioural issues through early intervention and support strategies before considering exclusion.
- Parental Engagement: Parents/carers will be involved at all stages of the exclusion process.

Types of Exclusion

The following forms of exclusion are available as an ultimate sanction:

- On-site Exclusion – removal from usual activities but not from the school site, such an exclusion will last up to a full day. An internal exclusion may be the initial part of a fixed term exclusion while the school awaits the collection of the child by parents.
- Fixed Term Exclusion – the child is removed from school for a set period of time at the discretion of the school.
- Permanent Exclusion – the child is removed from the school roll. This will be preceded by a fixed term exclusion to ensure proper investigation and consideration of events.

Parents are also subject to the above conditions, relating to fixed term and permanent exclusion, where the welfare of other members of the school community is threatened by the conduct of a parent. Sanctions applied to a parent may include

- On site - Access to the site and school events is only permitted under certain conditions
- Fixed Term - Barring the parent from the site and school events for a fixed period
- Permanent – Permanent barring from the school site. Removal of children from the school roll

The school will communicate with the police where it is deemed necessary for the welfare of the community.

Reasons for Exclusion

Exclusion will only be considered in response to serious breaches of the school's behaviour policy, or where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school. Exclusion may be the result of repeated failure to abide by the school's expectations of good conduct, or to exercise respect for its aims and ethos. However, exclusion may also result from a single serious incident, which *may* include the following:

- Threatened or committed violence or abusive language against other members of the school community
- Drug or alcohol-related incidents
- Bringing into school objects which may cause harm to other members of the community, including distributing graphically violent, pornographic or extremist literature or imagery.
- Stealing from the school community
- Serious damage to property
- Sexual misconduct
- Persistent disruptive behaviour, following implementation of a report or plan to address this
- Engaging in sustained bullying of other students, including cyberbullying
- Making allegations against a member of the school community which are confirmed to be malicious
- Malicious use of media and technology, including social media and AI (including AI generated images and deep fakes)

The school recognises that exclusion is a last resort sanction and this policy schools will consider the Behaviour, SEN and Equal Opportunities Policies in the context of this policy. The monitoring of all exclusions is part of the governance process and should be discussed with the central team.

Exclusion Procedures

The following procedures will be followed when considering and implementing an exclusion:

1. Incident Reporting: Any serious behavioural incident will be reported to a senior member of staff, typically the Principal or a designated member of the leadership team.
2. Investigation: A thorough investigation will be conducted to gather all relevant facts and evidence, including speaking to the student, witnesses, and staff members involved. Every student has a right to confidentiality during the consideration of a possible exclusion; an investigation will be undertaken in the strictest confidence and the details only disclosed to those who need to know. This does not preclude the conclusion of an investigation being made public to the school community on completion of an investigation, if the person being investigated has been found to be culpable. We shall ensure the student's views are sought and documented before making decisions regarding managed moves or any off-site directions
3. Decision-Making: The Principal is the only person who can make the decision to exclude a student. The Principal will consider all gathered information before making a decision. The Head will communicate with governors prior to the decision to exclude. Excluding a child is a last resort and school will ensure support to improve a students' behaviour (especially students with SEND) making adjustments where applicable.
4. Notification to Parents: Parents/carers will be informed immediately, ideally by phone, and followed up with a formal letter, of the decision to exclude, the reasons for the exclusion, the duration of the exclusion (for fixed-period), and their right to make representations to the governing board. If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed term temporary exclusion

or to convert it into a permanent exclusion, the Head will write again to the parent with the reasons for this decision.

5. Continuity of Education: The child will be given work to do at home regardless of the duration of the exclusion, where it is necessary the school should also provide online learning for the child. These include clear objectives, timescales, and provide specific written notices to parents when off site learning takes place.

During a Fixed-Period Exclusion

1. Provision of Work: The school will provide suitable full-time education from the sixth school day of a fixed-period exclusion. For the first five days, the school will take reasonable steps to set work for the student and ensure it is marked.
2. Contact with Parents: The school will maintain contact with parents/carers throughout the exclusion period.
3. Support for student: Where appropriate, the school will consider what support can be offered to the student during the exclusion.
4. Where an Investigation is ongoing: Under certain circumstances the nature of the incident may require the child to be removed from the site while an investigation takes place, this may result in the extension of an exclusion period under very limited circumstances.

Reintegration Process

The school aims to support students in returning to school successfully after a fixed term exclusion.

1. Return Meeting: Before the student returns to school, a meeting will be held with the student, parents/carers, and relevant school staff (e.g., Head of Year, class teacher) to discuss the reasons for the exclusion, expectations for future behavior, and any support needed.
2. Support Plan: A support plan may be put in place, outlining strategies to help the student reintegrate successfully, which could include mentoring, counseling, or academic support.
3. Monitoring: The student's behavior and progress will be closely monitored upon their return.

Permanent Exclusion Procedure

1. Principal Decision: The Principal will make the decision to permanently exclude, informing parents/carers immediately and in writing.
2. Governing Board Review: The governing board must meet to consider the permanent exclusion within 5 working days of the exclusion.

Parental Right of Appeal

If parents are not satisfied with the Principal's decision, stage 3 of the school's complaints procedure (the panel hearing) will be used as a template for an appeal against a permanent exclusion. During an appeal process, an exclusion will remain in place, except at the discretion of the Principal.

Relevant Policies and Legislation

This policy has been developed in consideration of the following policies and legislation:

- Education Act 1996
- Independent School Standards and Regulations
- Equality Act 2010
- Keeping Children Safe in Education (KCSIE)
- Statutory Guidance on Exclusions from School (Department for Education)
- School's Behaviour Policy

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