



BRANWOOD
PREPARATORY
SCHOOL

SUSPENSION AND EXCLUSION POLICY

Version	2 (Version 1 March 2013)	3			
Policy reviewed on	November 2015	November 2016			
Policy Written by	Mrs Follett (Headmistress)	Mrs Follett			
Policy seen by Governor on (date / signature)					
Policy Review Date	November 2016	November 2017			

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.



Exclusion of Pupils Policy

1.0 Rationale

1.1 Branwood Preparatory School has the highest concern for the safety and wellbeing of the whole school community, and we work hard to ensure that our ethos and environment supports student learning and success. Exclusion is a sanction used only as a last resort, and we aim to reduce the need for the use of it as far as is possible. This policy outlines the school's use of exclusions and is supported by our school **Behaviour and Discipline Policy**.

2.0 Power to exclude

2.1 The headmistress is the only member of staff within the school who can exclude a pupil, either permanently or for a fixed-term. In the absence of the headmistress, the deputy headmistress can make this decision.

- The Headmistress may exclude a child for one or more fixed periods of time
- The headmistress may also exclude a child permanently if all other strategies have been exhausted and the child has made no improvements with their behaviour
- If the Headmistress excludes a child the parent or carer must be informed immediately. A full explanation must be offered to the parent and staff must always remain sensitive to the parent's or carer's feelings.
- The Headmistress must provide the parents with the information on how to appeal the decision on suspension or exclusion.
- If a parent or carer appeals the decision the Headmistress will meet and consider evidence submitted from the school and the parent or carer. They will then inform the parent of their decision in writing which is final and binding. If a parent remains unhappy with the outcome they should refer to the schools **Complaints Policy**.

2.3 The governing body can review the headmistress's decision and consider appeals from parents of excluded pupils. They may direct the reinstatement of an excluded pupil, or uphold exclusion after a review, but they cannot exclude a pupil themselves.

3.0 Reasons for suspension or exclusion

3.1 There are two main reasons for exclusion: a serious breach of the school's behaviour policy, or a situation where it is feared that the safety and wellbeing, or education, of other students is at risk.

3.2 The situations which may lead to suspension or exclusion could include:-

- In the event of a child displaying persistent behaviour, which is below the standard expected or endangering the safety of others, they will receive a formal verbal warning from staff if suitable for their age. In the event of a small child the parent or carer will be given the formal verbal warning.
- Staff will explain in age appropriate language why their behaviour is unacceptable and the consequences if the unacceptable behaviour continues. If their safety or other school users is in danger they may be removed from the situation or asked to move away from the rest of the children and taken to an area for some 'time out' where they can calm down and discuss the situation with a member of staff.
- The teacher or Headmistress will record all incidents resulting in a formal warning in the child's records. These incidents will be reviewed regularly by the Headmistress to ascertain if the child needs further support to manage behaviour.
- The school will use temporary or permanent exclusion as a last resort and after all avenues of support have been exhausted. Branwood has the right to temporarily suspend or permanently exclude a child in the event of persistent and unacceptable behaviour that is endangering or upsetting the other staff and children present at the school.
- In the unlikely event of an extremely serious or dangerous incident the child will be suspended immediately and the parent or responsible adult contacted immediately to remove the individual from school.
- If a child has been suspended they will only be allowed to return to the school after an initial discussion with the teacher and Headmistress. It may result in a Behaviour Contract between the parent, school and child (if appropriate).

4.0 Making the decision to exclude

4.1 Exclusion of any sort, for any period of time, is taken very seriously by the school, and the decision to exclude is not taken lightly. Various alternative strategies to manage behaviour will be tried before suspension or exclusion, as this sanction is only used as a last resort unless there is an immediate threat to safety within the school.

5.0 Alternative behaviour management strategies

5.1 Staff at school will work with the child(ren) and parents to put alternative strategies into place in order to try to change a pupils behaviour and support them in making the right choices.

5.2 Things may include:-

- Behaviour chart – if a pupil needs to be shown how their behaviour or choices are affecting their own or others learning, it may be necessary to use a visual chart that can be kept internal or shared with parents.
- Internal isolation - If a pupil needs to be removed from a lesson that is in progress, or a social situation, for disruptive behaviour or to calm down, it may be necessary to place that pupil elsewhere in the school. This may occur over break times and will be used in circumstances where it is not necessary to remove the pupil from the school site, but separation is needed. They will be placed in another class or somewhere where appropriate support and supervision can be provided.
- Mediation - If there is a conflict between two or more pupils, a member of staff will sit down with those involved and attempt to mediate the situation through discussion. This strategy may also be used if there is a conflict between a teacher and a pupil.
- Restorative justice- This strategy is dependent on the cooperation of all parties involved in an incident or situation, and will usually be used where one person has done something to upset or harm another. It can be helpful for the offender to redress the harm that they have done and hopefully learn from their mistakes. It can also provide closure for those who have been harmed.

6.0 Looked-after children and young people

6.1 Branwood Preparatory School understands that looked-after children and young people may be more susceptible to having behavioural problems due to additional problems they may face at home. We work in conjunction with all relevant childcare authorities to support looked-after children and try every possible means of keeping them in school.

7.0 Pupils with special educational needs or a disability

7.1 If a pupil with a disability is under consideration for exclusion, the headmistress will ensure that all other possible outcomes have been tried. To justify excluding a pupil with a disability for a reason related to their disability, there must be material and substantial reason.

8.0 Ethnicity

8.1 Branwood Preparatory School does not discriminate against any person and our school ethos is one of inclusion, equality, and diversity. If any person feels that they have been discriminated against due to their ethnicity they may make a formal complaint to the school following the process outlined in our **school complaints procedure**.

9.0 Investigating the circumstances

9.1 Disruptive behaviour or actions that may warrant discipline will always be investigated before the decision to exclude is made, unless there is a threat to the safety of pupils or others at the school.

9.2 Before the decision to exclude is made, the headteacher will:

- ensure that the school has made a thorough investigation
- consider all the evidence available when looking to support the allegations
- encourage the pupil to give his or her version of events
- take into account the school's **behaviour and discipline policy** and **equal opportunities policy**, and relevant equalities legislation
- find out whether the behaviour may have been provoked, for example in the case of racial or sexual harassment, or bullying
- consult other people as necessary (but not anyone on the governing body or management committee who may later have a role in reviewing the decision)
- keep a written record of discussions, interviews and actions, and retain copies of written records made by other members of staff, ensuring that witness statements are dated and signed if possible.

10.0 Confidentiality

10.1 The school will deal with all cases of exclusion and the surrounding circumstances confidentially. Information will be shared only with those who need to know it, and a breach of this may result in disciplinary action.

11.0 Recording and notifying the decision to exclude

11.1 All exclusions will be formally recorded and the headteacher will contact the parents or carers of the pupil immediately once the decision has been made to exclude, specifying why this action has been taken and the length of time that it will last. The decision will be confirmed in writing. The headmistress will notify the governing body within one day of the decision to exclude being made.

12.0 Reviewing an exclusion

12.1 The governing body will review fixed-term exclusions of any length on request by parents who feel that the sanction is unjustified. The review will look at the evidence and the records leading up to the exclusion and decide whether the headmistress has made a fair decision and if exclusion is the appropriate sanction.

12.2 Parents who want to appeal an exclusion can contact the governing body using the school **Complaints Policy**. Parents will be invited to a review meeting. Parents will be asked to provide the governing body with any written statements or evidence that they might have relating to the exclusion prior to the review meeting so that these can be circulated amongst the review panel. There will be an opportunity during the review meeting for parents to ask questions of the other parties.

12.3 Parents will be notified of the outcome of the review meeting in writing. A copy of the letter detailing the outcome will be put in the student's academic records along with any relevant papers.

13.0 Links to Other Policies

13.1 The Suspension and Exclusion Policy should be read in conjunction with other policies such as Behaviour and Discipline, and Safeguarding, depending upon the reason for referring to policies.

Version	Date of Review	Reviewer	Changes made
2	January 2015	Mrs Follett	Change to the lay out of the policy. Inclusion of more information on how suspensions and exclusions are investigated and recorded.
3	November 2016	Mrs Follett	No changes