AYSCOUGHFEE HALL SCHOOL

EXCLUSION POLICY

Policy Statement

Ayscoughfee Hall School is committed to providing a safe, inclusive and supportive environment in which every pupil can learn, flourish and achieve their potential. The School aims to promote high standards of behaviour, respect and responsibility and recognises that, on rare occasions, a suspension or permanent exclusion may be necessary.

The School will ensure that all decisions relating to suspension, permanent exclusion or required removal from school are lawful, reasonable, fair, proportionate and procedurally sound.

The School will not use informal or unofficial exclusions, nor will it pressure parents to remove a child from the School to avoid formal procedures. All decisions will be taken in accordance with this policy.

DRAFT

Legal and Regulatory Framework

This policy has regard to:

- Independent School Standards Regulations 2014
- Equality Act 2010
- Human Rights Act 1998
- Children Act 1989 and 2004
- SEND Code of Practice
- Keeping Children Safe in Education (current version)
- Working Together to Safeguard Children (current version)
- DfE Guidance: Suspension and Permanent Exclusion (current version)

This policy should be read alongside the School policies for:

- Anti-Bullying
- Behaviour
- Complaints
- Safeguarding and Child Protection
- SEND

Scope

This policy applies to all pupils, including those in the Early Years Foundation Stage and those attending School-run clubs, wraparound care and educational visits.

The policy applies to behaviour:

- on School premises;
- during educational visits;
- travelling to and from School where appropriate;
- online or through digital technologies;
- where conduct has an impact upon members of the School community or the reputation of the School.

Definitions

Suspension

A suspension is a temporary exclusion from School for a fixed period.

Permanent Exclusion

Permanent exclusion means a pupil's removal from the School roll following a decision by the Headteacher.

Required Removal from School

In exceptional circumstances, and in accordance with the School's contractual arrangements, the Headteacher may determine that it is not in the best interests of the pupil or the School community for a pupil to remain at the School.

Safeguarding Separation

The temporary removal of a pupil from School premises for safeguarding reasons is not a disciplinary sanction and is distinct from suspension or exclusion.

Principles

The School will ensure that:

- every case is considered individually;
- decisions are evidence-based;
- pupils and parents have the opportunity to be heard;
- sanctions are proportionate;
- safeguarding concerns are considered;
- reasonable adjustments are made where required;

DRAFT

- discrimination is avoided;
- the welfare of all members of the School community is considered.

Equality, SEND and Additional Needs

Before any decision to suspend or permanently exclude a pupil, the School will consider:

- whether the pupil has SEND;
- whether the pupil has an EHCP;
- whether behaviour may be linked to a disability;
- whether reasonable adjustments have been implemented;
- whether additional support could appropriately meet the pupil's needs;
- whether external professionals should be consulted;
- any safeguarding, mental health or wellbeing factors.

The School will comply with its duties under the Equality Act 2010 and will consider whether any decision could result in unlawful discrimination.

Where appropriate, the views of specialist professionals, parents and the pupil will be sought before a decision is made.

Circumstances That May Lead to Suspension or Permanent Exclusion

Examples include, but are not limited to:

- serious physical assault;
- violent behaviour;
- serious bullying, including cyberbullying;
- racist, discriminatory or abusive behaviour;
- possession or supply of prohibited substances;
- possession of an offensive weapon;
- theft;
- significant damage to property;
- serious safeguarding concerns;
- threatening behaviour towards staff or pupils;
- persistent behaviour that significantly disrupts learning despite appropriate interventions;
- conduct which places members of the School community at risk.

DRAFT

The School recognises that exclusion should normally be a last resort after appropriate support and intervention have been considered.

Investigation

Before any decision is made, the School will undertake a reasonable investigation.

The investigation may include:

- written accounts;
- interviews with pupils and adults;
- examination of relevant records;
- consideration of CCTV or digital evidence where available;
- consultation with safeguarding, behaviour or SEND staff.

Investigations will be conducted fairly and proportionately.

The standard of proof will be the balance of probabilities.

DRAFT

Suspension Pending Investigation

Where necessary, the Headteacher may suspend a pupil while an investigation is conducted.

This will only occur where:

- there are concerns regarding safety;
- there is a risk of interference with an investigation;
- the seriousness of the allegation warrants temporary removal.

Parents will be informed promptly and provided with reasons for the decision.

The School will make reasonable arrangements for the pupil's continuing education during any extended suspension.

Decision-Making

The Headteacher will consider:

- the facts established through investigation;
- representations from parents and the pupil;
- previous interventions;
- safeguarding considerations;
- SEND and equality implications;

- proportionality.

The Headteacher may decide to:

- take no further action;
- implement an alternative sanction;
- issue a suspension;
- permanently exclude the pupil;
- initiate a required removal process.

The decision and reasons will be communicated to parents in writing.

Educational Provision During Suspension

The School will ensure that pupils continue to have access to appropriate educational work during any suspension.

Arrangements may include:

- remote learning;
- work set by class teachers;
- online learning platforms;
- welfare contact with the family;
- pastoral support where appropriate.

DRAFT

Reintegration Following Suspension

A reintegration meeting will normally be held before a pupil returns to School.

The purpose is to:

- review the incident;
- identify support needs;
- agree strategies for future success;
- consider any reasonable adjustments;
- promote a positive return to learning.

Where appropriate, a behaviour support plan, pastoral support plan or risk assessment may be implemented.

Safeguarding Separation

In rare circumstances, a pupil may be required temporarily not to attend School for safeguarding reasons.

Such decisions may arise where:

- allegations have been made between pupils;
- a safeguarding investigation is underway;
- separation is necessary to protect individuals.

This is not a disciplinary sanction and should not be recorded as a suspension or permanent exclusion.

The Designated Safeguarding Lead will be involved in all such decisions.

Governors' Review

Parents may request a review of:

- a permanent exclusion;
- a required removal from school decision;
- a suspension of 11 school days or more.

The request must be submitted in writing within seven days of the decision.

A Review Panel consisting of three governors with no prior involvement in the case will be convened.

The Panel will consider:

- whether procedures were fair;
- whether the decision was reasonable;
- whether relevant evidence was considered;
- whether the sanction was proportionate;
- whether equality and safeguarding duties were appropriately fulfilled.

The Panel may:

- uphold the decision;
- recommend reconsideration;
- identify procedural improvements.

Parents will receive a written outcome with reasons.

DRAFT

Record Keeping

The School will maintain appropriate records of:

- investigations;
- meetings;
- evidence considered;
- decisions made;
- review outcomes;
- SEND and equality considerations.

Records will be retained in accordance with School data retention procedures.

Monitoring and Review

The Governing Body will review this policy annually or sooner where there are changes to legislation, statutory guidance or best practice.

This policy has been updated and will be used in draft form pending formal ratification by the Board of Governors.

DRAFT

Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS

PREPARED BY	AUTHORISED BY	LAST REVIEWED	REVIEW DATE	NO. OF PAGES
SMT	Theresa Wright	Autumn 2026	Autumn 2027	7