



**ALLEYN COURT
PREPARATORY SCHOOL**

EXCLUSION POLICY

*This is a whole school policy which applies to current pupils
in all sections of the school including the EYFS*

COMPILED BY: R SNOW

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ALLEYN COURT PREPARATORY SCHOOL

POLICY FOR EXCLUSION

Alleyn Court aims to provide a caring and supportive environment for all pupils within the school. Due to the nature and ethos of the school, all will be done to try to reinforce positive behaviour, rather than just punish negative acts. To exclude a pupil, is, therefore, seen as a last resort by the school and will only be utilised if a serious breach of the school's expected standards of behaviour is involved, or where a continuous pattern of poor behaviour/attendance or work has not been remediated despite efforts on the part of the school.

It states in the school's Admissions Policy:-

"If a child's behaviour is not in accordance with the school rules and there are repeated indiscretions of any sort and it is found that internal sanctions have had no effect in changing this behaviour, the Headteacher may invoke a period of exclusion.

For persistent misbehaviour or occasions of gross misbehaviour, the Headteacher has the right to exclude a child permanently. Parents will have the right of appeal for such a decision and must put this in writing to the Chair of the Trust.

Please refer to the school's Good Behaviour Policy and Exclusion Policy. Copies are available on the school website, or on request from the school office.

The Headmaster in consultation with the Chairman of the Board will have final authority to permanently exclude a pupil from Alleyn Court. In the case of permanent exclusion the Chairman of Board will normally have to be satisfied that all reasonable strategies to improve a pupil's behaviour have been tried and have failed.

In the normal course of events there will be a final warning coupled with suspension for one or two days in normal cases or up to one week for more serious matters before the final sanction of permanent exclusion takes place. This final warning will however, not be offered in the case of serious disciplinary matters.

Following a fixed term suspension, pupils will be provided with support by a designated member of staff who will act as a mentor to provide pastoral support in addition to that already given by the form teacher.

Permanent exclusion will take place at a meeting with the Headmaster, pupil and parents. The exclusion will be confirmed in writing. The exclusion letter will indicate:-

- the reasons for the exclusion and, if temporary, the date and time the pupil is expected back at school. □
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- full details of the circumstances and events that have led to the exclusion, together with steps taken to try to avoid it. □
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- the parents' right to make representations/appeal to the Trustees and the latest date by which any written representations must be made (14 days from the date of exclusion) □
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- the address of the relevant LEA to whom the parent should make an application for a vacant place. □

Before exclusion is considered, it is expected that the following steps (which can also be found in the behaviour policy) will have been taken to assist and support the pupil:

- 1 Use of the school's sanctions and detention processes.
- 2 A meeting with parents by a Senior Member of staff (Head of Pre-Prep, Deputy or Head) to discuss the child's ongoing failure to meet the school's expectations and standards of behaviour. At such a meeting, targets for improvement should be set for a given time period, support from the school agreed and consequences for failure to make the necessary improvement should be made clear. An outcome of such a meeting may be the withdrawal of privileges and positions of responsibility such as representing a school team, involvement in a school trip or losing a badge of office.
- 3 A period of internal suspension for a maximum of 2 days which would involve the child being removed from lessons and peers and working in isolation with any of the senior members of staff mentioned above.

Dependent on the nature of offences and misbehaviour, steps 2 and 3 are interchangeable based on circumstance and availability of relevant members of staff to deal with matters swiftly.

- 4 If there is a continuation of misbehaviour or any offence is committed that is considered serious enough to warrant an immediate suspension (violence, bullying, theft or damage to school equipment and premises, rudeness and insolence to school staff or visitors to the school) then parents will be invited to

a meeting with the Headmaster and notified that the child has been suspended from school and should remain at home for a fixed period of up to 1 week.

- 5 An accumulation of disciplinary matters and sanctions will result in the child's permanent exclusion, provided that the Head and Chairman are in agreement that all other steps above have been attempted to remedy the behaviour. If a serious breach of school discipline occurs, a permanent exclusion may be considered without any of the above steps being considered necessary.

- 6 Once a child has been excluded from the school, they will be indefinitely barred from the school site.