

EXCLUSION AND REQUIRED REMOVAL POLICY



Types of Exclusion

1. There are three types of exclusion at Norfolk House School.

Exclusion for non-payment of fees

2. A pupil may be excluded on three days' written notice if fees are overdue for payment.
3. If the pupil is excluded for a period of 28 days, he or she will be deemed withdrawn without notice and a term's fee in lieu of notice will be payable immediately by the parents.
4. A pupil may be excluded for non-payment of fees at the sole discretion of the Headmistress and only upon her authority. The remainder of this policy has no application to exclusion for non-payment of fees.

Fixed Term Exclusion

5. Formerly known as suspension, Fixed Term Exclusion entails the exclusion of a pupil from the school for the shortest period of time commensurate with the seriousness of his or her conduct. The period of exclusion will not usually exceed three school days.

Permanent Exclusion

6. Formerly known as expulsion, Permanent Exclusion entails the exclusion of the pupil from the school on a permanent basis.

Principles Governing Fixed Term and Permanent Exclusion

7. Only the Headmistress may exclude a pupil for a fixed term or permanently.
8. Both forms of exclusion are serious steps which are not taken lightly.
9. The school communicates to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct, chief amongst which is the Behaviour Policy (available on the school's website).
10. Depending upon the seriousness of the misconduct in question, a pupil may be excluded for a fixed term or permanently if it is proved on the balance of probabilities that:
 - i. the pupil has committed a single, serious breach of discipline (for example, serious physical assault, sexual assault, racial or religious abuse or harassment); or
 - ii. the pupil has breached discipline repeatedly over a period of time (for example, by sustained bullying, disruption to lessons, non-compliance) and other strategies and actions have not been effective (see Alternatives to Fixed Term and Permanent Exclusion, below).

11. Prior to excluding a pupil for a fixed term or permanently, the Headmistress shall:

- i. conduct a thorough, fair and unbiased investigation;
- ii. act at all times with procedural fairness;
- iii. provide an opportunity for the pupil and his or her parents to give an account and make representations;
- iv. have regard to the interests of the pupil, his or her parents, other pupils and the school; and
- v. communicate in writing to the parents of the pupil her findings following the investigation and the reasons for any decisions taken.

Alternatives to Fixed Term and Permanent Exclusion

12. Where a pupil starts to exhibit a pattern of inappropriate behaviour which does not, of itself, merit fixed term or permanent exclusion, the school will seek to manage such behaviour by:

- i. assessing its nature;
- ii. establishing triggers and antecedents;
- iii. designing and implementing programmes (including Individual Behaviour Plans) which are intended to modify the behaviour by identifying objectives and strategies; managing the environment, class, group or activities which give rise to the inappropriate behaviour; teaching the child alternative, positive behaviour; identifying the consequences of continued inappropriate behaviour (e.g. time-out, reporting an appointed member of staff etc.); promoting self-evaluation to encourage the pupil to take responsibility for his or her own behaviour; and
- iv. inviting the parents of the child to discuss his or her behaviour and the programmes designed to modify it, including the role which they are expected to play in such programmes.

Reintegration Following Fixed Term Exclusion

13. Following a fixed term exclusion, the parents of the pupil concerned will be invited to a reintegration meeting, usually on the first morning of the pupil's return to school. Support strategies will be discussed which will include a timetable of expected progress. Following the meeting an updated Individual Behaviour Plan will be implemented. It will be reviewed through regular meetings with the pupil's parents until, in the judgment of the Headmistress, it is no longer necessary or further measures are required.

Required Removal

14. Where the Headmistress is of the opinion that:

- i. the pupil has committed a breach or breaches of school rules or discipline for which removal is the appropriate sanction; or

- ii. by reason of the pupil's conduct, behaviour or progress, he or she is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the school; or
- iii. the parents have treated the school or members of its staff or any member of the school community unreasonably;

the Headmistress may require the parents of the pupil to remove him or her permanently from the school.

Principles Governing Required Removal

15. Prior to requiring the removal of a pupil in any of the circumstances outlined above, the Headmistress shall:

- i. consult with the pupil and his or her parents;
- ii. act at all times with procedural fairness;
- iii. have regard to the interests of the pupil, his or her parents, other pupils and the school; and
- iv. communicate in writing to the parents of the pupil her reasons for requiring them to remove the pupil.

Alternative to Required Removal

16. The Headmistress may, at her sole discretion, permit the parents to withdraw the pupil as an alternative to required removal.

Directors' Review of Exclusion or Required Removal

17. The parents of any pupil excluded for a fixed term or permanently may apply to the Board of Directors for a review of the Headmistress' decision. The relevant procedure is set out in the Review of Exclusion and Required Removal Policy, a copy of which will be provided to the parents along with the Headmistress' written findings and reasons, and may be obtained from the School Reception.

Signed : _____ Mrs S Morris (Headmistress)
Signed : _____ Mr J Challinor (Chair of Directors)
Date : _____