

# Jack & Jill Family of Schools

## Exclusions Policy

### Legal Status:

- Prepared with regard to Early Years Foundation Stage Framework;
- Behaviour and Discipline in Schools (January 2016);
- The Education (Independent School Standards) (England) Regulations 2014

### Applies to:

- Jack & Jill (Early Years Foundation Stage);
- Nightingale House Pre-Preparatory; and,
- Clarence House Preparatory School.

### Related Policies and Documents:

- Anti-Bullying Policy
- Safeguarding Children - Child Protection Policy
- Behaviour Policy
- Parent Contract

### Who is this policy for?

- Staff and volunteers;
- Parents;
- External agencies.

### Available from:

- School Office;
- School Website;
- SharePoint.

### Monitoring and Review:

- To be continuously monitored and reviewed by date on cover page.

### References:

- “Parents” refers to parents, guardians and carers;
- “Staff” refers to employees, peripatetic staff, external providers (including Kinder Club and Swimquest) or specialist staff provided by an external provider;
- The “School” refers to Jack & Jill Family of Schools, Nightingale House Pre-Preparatory and Clarence House Preparatory School (CHPS);
- “Strategic Leadership Team” refers to the team managing the School, currently including the Deputy Principal, Headteacher of Clarence House and Pre-Preparatory Lead Teachers.



**Reviewer:** Strategic Leadership Team  
**Review date:** April 2019  
**Operational from:** April 2019 to April 2021  
**Next review date:** April 2021  
**Principal's Signature:**

*Kevin Papinuk*

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils achieve their potential.

The Jack & Jill Family of Schools promotes equality of opportunity and anti-discriminatory practice. We ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. We promote the principles of fairness and justice for all through the education that we provide in our School.

Please consider the environment before printing, if printing please choose black and white.

## Section One: Policy

### 1. Exclusions Policy

Fixed term exclusions, removal and permanent exclusions are the ultimate sanctions at the Family of Schools. No sanction is used lightly and only the Principal has the power to exclude a child from school. If a child is excluded, the parents are informed immediately, giving reasons for the exclusion and are advised of the appeals procedures. Further details about exclusions are included in the Parent Contract issued to parents when accepting a place at the Family of Schools.

### 2. Exclusion for an individual Serious Offence

Serious offences are those that may have a significant impact on the individual pupil or others in the school and may result in fixed term exclusion, removal or permanent exclusion.

Examples include:

- Extreme or persistent bullying, racism or harassment;
- Stealing;
- Extreme or persistent violence, actual or threatened, against a pupil or member of staff;
- Sexual abuse, assault or activity;
- Significant vandalism.

### 3. Exclusion for serious and persistent breaches of the Jack & Jill Family of Schools Rules

Serious and persistent breaches of the Jack and Jill School rules, when normal disciplinary measures, have failed, may also result in fixed term exclusion, removal or permanent exclusion. Such exclusions will only take place when a pupil reaches Stage 6 of the Behaviour Ladder, in accordance with the Behaviour Policy.

## Section Two: Procedures

### 4. Exclusion for an individual Serious Offence

If a serious offence is committed, the School will commence an investigation which may lead to a fixed term temporary exclusion, removal or to permanent exclusion.

#### Step 1

The Principal must inform the parent of the incident without delay. This will be done by telephone and the telephone call will be followed with a letter within one school day. The letter will include:

- The nature of the offence and the results of any investigation to date.
- That the sanction of a fixed term temporary exclusion, removal of pupil or permanent exclusion may be imposed.

#### Step 2

A detailed investigation will be held into the nature of the offence. Before deciding whether a pupil should be excluded, the Principal will consider all relevant facts and evidence, including the pupil's own version of events. Records of the investigation will be kept.

#### Step 3

If the School determines that a pupil should be permanently excluded, the Principal will provide the parent with information in writing that:

- The exclusion is permanent
- The parents have the right to appeal, with an explanation of the appeals process..

If a child is to be excluded for a fixed period, the Principal will provide the parent with information in writing as to:

- The period of the Fixed Term Exclusion

- The arrangements, such as setting work, to allow the child to continue their education during the fixed term exclusion.

If after completing the investigation or as a result of new evidence and further investigation, it is necessary to extend a fixed period temporary exclusion or to convert it into a permanent exclusion, the Principal will write again to the parent with the reasons for this decision.

Following a fixed term exclusion, a re-integration meeting will be held involving the pupil, parents, class teacher and the Deputy Principal / Pre-Preparatory Lead Teacher / Headteacher of Clarence House as appropriate. A plan will be put in place to support the pupil.

#### **5. Exclusion for serious and persistent breaches of the Jack & Jill Family of Schools Rules**

Before resorting to any form of exclusion, the school will put measures in place to support the pupil, in accordance with the Behaviour Policy. If a pupil fails to respond to the support provided, and reaches Stage 6 of the Behaviour Ladder, exclusion may be deemed necessary.

#### **6. Appeals**

Parents/ guardians may request an appeal hearing of the Principal's decision to permanently exclude or require the removal of the pupil from the school, or a fixed term exclusion of 11 days or more. The Principal will advise the parents of the appeal procedure at the same time as informing the parents of her decision to exclude. The appeal will be conducted under fair procedures in accordance with the requirements of natural justice.

At the appeal hearing, the Panel will consider the offence/s leading to the exclusion and consider what recommendation it may make. The Panel may recommend:

- The exclusion is confirmed
- The exclusion is rescinded
- The exclusion be rescinded and replaced with an alternative sanction.

The Deputy Principal will monitor the number of fixed term and permanent exclusions and keep records, which will be stored on SharePoint.