DURLSTON

Policy 4.6

Durlston School Exclusions Policy

Updated:	01.09.26
Reviewed by:	BRS
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Durlston School 4.2 Exclusions Policy

1. Introduction

1.1 The staff of Durlston School are committed to providing the best environment in which to learn. Whilst we always aim not to disrupt the schooling of members of the school, we understand that we have a duty of care for all members of the school community and that sometimes, exclusion, temporary or permanent, of a member of the school community is the best course of action for all concerned.

1.2 Information regarding the school sanctions system can be found within *the behaviour policy* and *the anti-bullying policy*.

1.3 This Exclusions policy should be read in conjunction with the school's *Behaviour policy*.

1.4 For the serious and/or persistent offences, the Head reserves the right to exclude pupils on a temporary or permanent basis where their continued presence in the school has a detrimental effect on the learning and behaviour of themselves and others. This document is made available to current and prospective parents on the school website and from the School Office on request.

2. Procedures

2.1 Exclusion is not appropriate for minor incidents or non-attendance. Parents and pupils are advised to read the *behaviour policy* in conjunction with the *exclusion policy*.

3. EYFS

3.1 For Pre-School and Reception exclusion would only take place once all other reasonable avenues have been explored.

4. Sanction Types

4.1.1 There are four sanctions for the most serious disciplinary matters:

4.1.2 Internal isolation (also known as Internal Suspension)

4.1.3 Fixed term exclusion (also known as External Suspension Final Warning)

4.1.4 Removal at the Request of the School (also known as Required Withdrawal)

4.1.5 Permanent Expulsion (also known as Head - Expulsion)

5. Internal isolation (also known as Internal Suspension)

5.1.1 Only the Head or Deputy Head (Pastoral) can internally isolate a pupil. Before deciding to internally isolate a pupil the they will:

5.1.2 Ensure that an investigation has been conducted

5.1.3 Ensure that as far as it is reasonable all the relevant information has been considered

5.1.4 Give the pupil an opportunity to be heard

5.1.5 Consult as far as it is reasonable other relevant people

5.1.6 Inform the Trust

5.1.7 Inform parents/guardians prior to the suspension commencing

5.1.8 The length of isolation will depend on the severity of the incident. The incident will be recorded using a Serious Incident proforma (**Appendix 1**) a copy of which and all other relevant statements will be stored in the relevant central file. Work will be set for a pupil to do in isolation during the period when they are suspended.

5.1.9 The Head will write to confirm the internal isolation, stating the length and the reasons.

6. Fixed term exclusion (also known as External Suspension Final Warning)

6.1.1 Only the Head can administer a Fixed Term Exclusion to a pupil. Before deciding to suspend a pupil the Head will:

6.1.2 Ensure that an investigation has been conducted

6.1.2 Ensure that as far as it is reasonable all the relevant information has been considered

6.1.3 Give the pupil an opportunity to be heard

6.1.4 Consult as far as it is reasonable other relevant people

6.1.5 Inform the Trust

6.1.6 Inform parents/guardians prior to the suspension commencing

6.1.7 The length of suspension will depend on the severity of the incident. The incident will be recorded using a Serious Incident proforma (**Appendix 1**) a copy of which and all other relevant statements will be stored in the relevant central file. Work will be set for a pupil to do in isolation during the period when they are suspended.

6.1.8 The Head will write to confirm the fixed term exclusion, stating the length and the reasons.

6.1.9 Fixed term exclusions constitute a clear warning about continued membership of the School and this warning should be regarded as final. The Head is in all cases reluctant to suspend externally more than twice.

7. **Removal at the Request of the School (also known as Required Withdrawal)**

7.1.1 Parents may be required during or at the end of a term, to remove the pupil without refund of fees, for a fixed term or permanently from the School if, after consultation with a parent, the Head or the person

with delegated authority is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Head, is unwilling or unable to profit from the educational opportunities offered (or a parent has treated the School or members of its staff unreasonably) and in any such case removal is considered to be warranted.

7.1.2 The deposit will be refunded in the event of removal from the School and fees in lieu of notice will not be charged but all outstanding fees and extras will be payable in full.

7.1.3 Only the Head can require parents to remove a pupil and before doing so she will follow the same procedure as for a fixed term exclusion.

7.1.4 The incident will be recorded using a Serious Incident proforma (**Appendix 1**) a copy of which and all other relevant statements will be stored in the relevant central file. The pupils Individual Welfare Plan (IWP) will also be updated.

7.1.5 In making decisions about exclusion the Head will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

8. Permanent Expulsion (also known as Expulsion)

8.1.1 A pupil may be expelled at any time if the Head, is reasonably satisfied that the pupil's conduct (whether on or off School premises or in or out of term time see *behaviour policy*) has been prejudicial to good order or School discipline or to the reputation of the School or where the pupil's attendance, punctuality or academic progress is unsatisfactory. The School and the Head will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in grave circumstances.

8.1.2 There will be no refund of fees following expulsion (and all unpaid fees must be paid). The deposit will not be returned/credited but fees in lieu of notice will not be charged.

8.1.3 Only the Head can permanently exclude a pupil and before doing so she will follow the same procedure as for temporary exclusion.

8.1.4 The incident will be recorded using a Serious Incident proforma (**Appendix 1**) a copy of which and all other relevant statements will be stored in the relevant central file. The pupils Individual Welfare Plan (IWP) will also be updated.

8.1.5 In making decisions about exclusion the Head will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

9. Reintegration

9.1 Following fixed term exclusions a process of reintegration will take place. This will include the completion of a Pastoral Support Plan (PSP). The pupil will be allocated a mentor who will complete the PSP. The school will work closely with the pupils and parents to ensure reintegration can take place.

10. Appeal

10.1 A decision to permanently exclude or require removal of a pupil is not taken lightly and before it is reached the Head will have given careful consideration to any representations by the parents.

10.2 If parents wish to contest the permanent exclusion they should follow the procedures detailed within the *complaints policy*. This document is made available to parents from the School Office on request. In most cases, the pupil will remain on a fixed term exclusion until the complaint is concluded.

11. Discretion

11.1 The decision to internally isolate, suspend, require removal or expel a pupil and the manner and form of any announcement shall be in the sole discretion of the School, acting on the recommendation of the Head. In no circumstances shall the School or its staff be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to suspension, the requirement to remove or expulsion or which the Head has acquired during an investigation.

12. Access

12.1 A pupil who has been withdrawn, suspended, removed or expelled from the School has no right to enter School premises, be on School grounds or attend School visits or expeditions without the written permission of the Head.

Appendix 1

PERSON REPORTING INCIDENT:
DATE/TIME INCIDENT REPORTED:
STUDENT(S) INVOLVED:
SUMMARY OF INCIDENT: •
ACTION TAKEN, INCLUDING CONTACT WITH PARENTS: •
TIMESCALE: •

Incident Type

**Racist abuse/harassment*	
*Sexual abuse/harassment	
*Homophobic abuse/harassment	
*Disability abuse/harassment	
*Child Protection Concern	
Other abuse/harassment	
Verbal abuse	
Threatening language	
Threatening behaviour	
Intimidation	
Physical abuse	
Theft	
Damage to property	
Defiance/refusal to cooperate	
Constant low-level disruption	
Missing Pupils	

Incidents highlighted with a * should be saved onto the IWP and a copy of the Serious Incident Proforma should be placed within the relevant whole school recording file.

Appendix 2

Pastoral Support Plan	
Name:	**Year Group:**
Date of Birth:	**Date:**
Main Points Arising:	
Agreed targets: 1) 2)	

AGREED ACTION TO BE TAKEN AND SUCCESS CRITERIA	DATE	BY WHOM
INITIAL MEETING Week starting:		
REVIEW DATE 1 Week starting:		
REVIEW DATE 2 Week starting:		
PSP COORDINATOR:		

Initial Meeting 1

Persons Present:	**Date:**
Main Points Arising:	
Agreed follow up:	
1)	
2)	
3)	

Review Meeting 1	
Persons Present:	**Date:**
Main Points Arising:	
Progress on Targets: 1) 2) 3)	
Agreed follow up:	
1)	
2)	
3)	

Review Meeting 2	
Persons Present:	**Date:**
Main Points Arising:	
Progress on Targets: 1) 2) 3)	
Agreed follow up:	
1)	
2)	
3)	