

# Durston House

## Exclusion Policy

### Aims of the Policy

- to create a workable, understandable system for excluding pupils, within the context of maintaining the positive ethos of Durston House
- to ensure the safety and well-being of all members of the Durston House community
- to maintain an appropriate educational environment in which all can learn and succeed
- to complement all relevant school policies and procedures found on the Durston House Operations Tree, including the **Pastoral Care** and **Safeguarding Policies**

### Objectives

- to clarify the two categories of exclusion – temporary and permanent
- to clarify how and when temporary exclusion and permanent exclusion procedures are implemented

### Introduction

It is the responsibility of the school to communicate to pupils, parents and staff its expectations and standards of conduct. To this end there are a number of policies in place to promote positive behaviour and good conduct, such as the **Behaviour Policy** (including the **Code of Behaviour**), the **Rewards and Sanctions Policy** and the **Use of Internet and Digital Technology Policy**. These highlight that it is the practice at Durston House for the positive to be emphasised so that pupils behave and work well, helping to build up a happy and successful school.

The **Exclusion Policy** reflects the guidance from the DfE, as stated in the document, **Behaviour and Discipline in Schools (2014)** and acknowledges the school's duty to take into account the needs of SEND pupils when promoting good behaviour (**Equality Act 2010**). This policy applies to all pupils at Durston House, including those in Reception (EYFS).

It is unlikely, but not impossible, that a pupil, or a group of pupils at Durston House make malicious accusations against a member of staff, which prove to be unfounded. In such an event, the pupil or pupils involved would be sanctioned according to Stage Four of Sanctions (**Rewards and Sanctions Policy – Junior Middle and Upper Schools**) and Formal Sanctions, (**Rewards and Sanctions Policy – Pre-Prep**) at the discretion of the Headmaster, in consultation with the Chairman of the Governors. The most serious of these sanctions are listed here, in the **Exclusion Policy**.

## Terms of the Educational Contract

The **Durston House Parent Contract** (September 2018) outlines the protocol for ‘exclusion’ as follows:

### 8. Temporary Exclusion, Permanent Exclusion and Removal.

- 8.1 The parents acknowledge the Headmaster’s right and duty to exclude a pupil temporarily or permanently, without notice if he shall consider it necessary in the circumstances, where he considers that the pupil’s conduct or behaviour (including behaviour or conduct outside school) is unsatisfactory and the suspension or exclusion is in the School’s best interests or those of the pupil or other pupils, or his presence in School detrimental to himself or others, or if fees or extras have not been paid in cleared funds when due, or if the parents are in breach of this Contract in any other respect.
- 8.2 If temporary exclusion is because the parents owe the School money, they will be deemed to have withdrawn the pupil without notice unless their account is cleared within 28 days from the date of exclusion, in which case a Term’s Fees in Lieu of Notice will be added to their liability. The School may withhold information or property while fees are unpaid.
- 8.3 If the pupil is temporarily or permanently excluded, the parents will be responsible for removing the pupil from the School as directed by the Headmaster, and no fees paid will be refunded, including the acceptance fee, and any outstanding fees will continue to be immediately payable.
- 8.4 If the pupil is excluded temporarily, the Headmaster will as soon as practicable explain the circumstances to the parents and advise them whether the pupil is to be re-admitted (and, if so, on what conditions) or permanently excluded. The Headmaster’s decision to exclude temporarily or permanently will be final and the parents acknowledge that certain information that may have contributed to the decision may be confidential and may not, therefore, be disclosed to them.

### Exclusion Sanctions

- **Headmaster’s Letter:** a short time, one or two days, when parents may be asked to remove a boy to diffuse a situation
- **Temporary Exclusion:** a period of time during which a pupil remains a member of the school, but during which he will not be permitted to attend school
- **Permanent Exclusion:** the requirement for a pupil to cease to be a member of the school

### Headmaster’s Letter

- In certain circumstances, the Headmaster may require parents to remove a pupil from school for one or two days in order to diffuse a situation resulting from an instance of unacceptable behaviour.
- This is a sanction that is imposed only in what are considered to be extreme circumstances, where it is felt that a pupil needs to be isolated from his peers while the school investigates the matter in question.
- Upon his return to school, the pupil and his parents are presented with copies of a Headmaster’s Letter, which outlines the reason for the enforced absence together with targets for immediate improvement.

## Temporary Exclusion

- Temporary exclusion from school for a short period of time (usually a maximum period of five school days) is the penultimate disciplinary sanction before permanent exclusion.
- A pupil whose conduct has exhausted the progressive sanctions, including a Saturday Morning Detention, laid down in the **Rewards and Sanctions Policy** may be excluded temporarily by the Headmaster, or, in the absence of the Headmaster, the Deputy Head acting for the Headmaster, in order to make clear to the pupil and his parents that his behaviour and/or attitude are not acceptable to the school and that immediate improvement needs to be made.
- A pupil may be excluded temporarily in response to a single incident if it is considered to be a serious breach of the school's **Pupil Behaviour Policy**, a serious disciplinary offence, including bullying, or behaviour outside school that would bring the school into disrepute.
- In all cases where a pupil is to be excluded temporarily, an urgent meeting is convened at which the Headmaster informs the parent(s) of the reason for the sanction. The terms of the temporary exclusion are made clear, in written form, by letter addressed to the parents.
- The Co-Chairmen of the Board of Governors are informed of the temporary exclusion.

## Permanent Exclusion

Permanent exclusion from school is the ultimate disciplinary sanction of the school.

- A pupil whose conduct has exhausted all previous sanctions, including temporary exclusion, may be excluded permanently by the Headmaster on the grounds that his behaviour and/or attitude are not acceptable to the school.
- A pupil may be excluded permanently in response to a single incident if it is considered to be a very serious breach of the school's **Pupil Behaviour Policy**, a very serious disciplinary offence or unacceptable behaviour outside school that would bring the school into disrepute. The following examples, which are not exhaustive, would be regarded as very serious disciplinary offences:
  - serious actual or threatened violence against another pupil or a member of staff
  - possession or use of an illegal drug on school premises
  - possession of an offensive weapon
  - persistent bullying or racial harassment
- The Headmaster may, at his discretion, require the permanent exclusion of a pupil from the school if the behaviour of one or both parents is, in his opinion, unreasonable and affects, or is likely to affect adversely the pupil's or other pupils' progress at the school, or the well-being of members of staff, or to bring the school into disrepute.

- In all cases where a pupil is to be excluded permanently, an urgent meeting is convened at which the Headmaster informs the parent(s) of the reason for the sanction. The terms of the permanent exclusion are made clear, in written form, by letter, addressed to the parents.
- The Co-Chairmen of the Board of Governors are informed of the permanent exclusion.

***Evaluation of this Policy***

*This policy will be evaluated biennially by the school, amended where necessary and approved by SMT.*

<i>Created</i>	<i>5 Jan 2009</i>	<i>IK</i>	<i>Version 1</i>
<i>Revised</i>	<i>1Aug 2011</i>	<i>IK</i>	
<i>Revised</i>	<i>5 Jan 2014</i>	<i>IK</i>	<i>Version 2</i>
<i>Revised</i>	<i>3 Nov 2014</i>	<i>WM</i>	<i>Version 3</i>
<i>Approved</i>	<i>4 Nov 2014</i>	<i>SMT</i>	
<i>Revised</i>	<i>12 Dec 2016</i>	<i>IK</i>	<i>Version 4</i>
<i>Approved</i>	<i>13 Dec 2016</i>	<i>SMT</i>	
<i>Revised</i>	<i>September 2019</i>	<i>IK</i>	<i>Version 5</i>
<i>Approved</i>	<i>11 September 2019</i>	<i>SMT</i>	
<i>Next Revision</i>	<i>September 2021</i>		