

Egerton Rothesay School

Exclusion Policy

1 Introduction

- 1.1 It is the aim of the school to ensure the safety and well-being of all members of its community, and to maintain an appropriate educational environment in which all can learn and succeed.
- 1.2 The decision to exclude a student will only be taken in the following circumstances:
 - In response to a serious breach of the school's Behaviour Policy
 - If allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school
 - Financial Exclusion due to non-payment of fees
- 1.3 Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Headteacher, the Deputy Head Education, or the relevant Learning Base Leader in consultation with a member of the Leadership Group).
- 1.4 Exclusion, whether internal, fixed-term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the School's Behaviour Policy:
 - Verbal or physical abuse or threat of aggression to staff or another adult
 - Verbal or physical abuse or threat of aggression to another student
 - Damage to property
 - Possession or use of cigarettes or other smoking or vaping equipment, illegal drugs or misuse of any potentially harmful substance
 - Theft
 - Indecent behaviour
 - Sexual abuse or assault
 - Carrying an offensive weapon
 - Arson
 - Unacceptable behaviour which has previously been reported to a parent/ guardian and for which school sanctions and other interventions have not been successful in modifying the student's behaviour
 - Inappropriate use of social media either inside or outside school.
 - Racial comments or abuse

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgment that exclusion is an appropriate sanction.

2 Fixed-Term Exclusion

- 2.1 Most exclusions will be of a fixed-term nature and are likely to be of between one and five days in duration. During a period of exclusion, the child must not enter or come near to the school site. They should remain at home under the supervision of their parent.
- 2.2 If a pupil is being given a fixed-term exclusion for the first time, providing circumstances permit, the school may, at its discretion, decide to make the exclusion an 'internal' one. This means that for the whole of the school day(s) to which the exclusion applies, the

child will remain under the direct and close supervision of a senior member of staff and will work and have breaks separately to their peers.

- 2.3 Following the decision to exclude, the child's parents will be contacted as soon as possible. A letter will be sent giving details of the exclusion and the date the exclusion ends. The parent of an externally excluded child has a right to make representations to the Governors and Directors and/ or their representative as directed in the letter.
- 2.4 The Governors and Directors and/ or their representative will review promptly any fixed-term exclusion that would lead to a student being excluded for over 15 days in a school term or missing a public examination.
- 2.5 After a fixed-term exclusion and before a student is readmitted to the school, a meeting will be held with the child and his/ her parents to confirm agreement to the conditions, provision and support, if any, which the school deems necessary to enable a satisfactory re-entry. If there are conditions, the student's return is subject to their agreement and the agreement and full support of the parents to the conditions.

3 Permanent Exclusion

- 3.1 The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.
- The first is a final, formal step in an on-going process for dealing with disciplinary offences following the unsuccessful use of a wide range of other strategies. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include, for example, persistent and defiant misbehaviour including bullying of any type or repeated possession and or use of an illegal drug on school premises.
 - The second is where there circumstances are so exceptional that fixed-term exclusion or other strategies are not appropriate. For example, these might include:
 - Serious actual or threatened violence against another student or a member of staff
 - Sexual abuse or assault
 - Inappropriate online activity
 - Supplying an illegal drug
 - Carrying an offensive weapon
 - Arson
- 3.2 In addition to exclusion, the school will consider police involvement for any of the above offences.
- 3.3 The Governors and Directors and/ or their representative will review promptly any permanent exclusion.
- 3.4 Parents will be told the decision at a face-to-face meeting and be told of their right to appeal within seven days of the meeting.

4 General factors the School considers before making a decision to exclude

4.1 Before deciding whether to exclude a student either for a fixed-term or permanently, the Headteacher will:

- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations
- Allow the student to give her/his version of events.
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.
- Consult with other members of senior staff, as appropriate, with regard to the evidence obtained and the decision reached.

4.2 In reaching a decision, the Headteacher will always look at each case on its own merits. Because every situation is unique it would be inappropriate to use a tariff system in order to attach a standard penalty for a particular action.

4.3 In considering whether permanent exclusion is the most appropriate sanction, the Headteacher will consider:

- the gravity of the incident(s) and whether a serious breach of the school's Behaviour Policy has taken place
- the effect that the student remaining in the school would have on the education and welfare of staff and other students

5 Behaviour Outside School

5.1 Students' behaviour outside school, for example, travelling to or from school, on a school trip or journey, away school sports fixture or a work experience placement, is subject to the school's Behaviour Policy. Behaviour not directly linked to the school but which may have an effect on the reputation of the school or on the wellbeing of anyone connected with the school is also subject to the school's Behaviour Policy. Unacceptable behaviour in these circumstances will be dealt with as if it had taken place in school.

6 Responsibilities and review

6.1 All educational staff are expected to support and to work consistently and in accordance with this policy.

6.2 The Headteacher is responsible for ensuring that this policy is implemented effectively.

6.3 This policy will be reviewed annually

Policy approved by: Alison Walker (on behalf of Governing Body) Date: 24.09.25
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Next Review (latest): September 2026
