

# Norfolk House School

## Exclusion Policy



This policy applies all pupils in the school, including in the EYFS

Reviewed July 2023  
by Steven Wade  
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Checked by  
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## **Exclusion Policy**

Each child and situation will be treated individually. We will always work with all the staff and parents to ensure the best interests of the child, only as a last resort will exclusion be considered.

### **Fixed Term Exclusion and Permanent Exclusions**

We expect all members of the school community to act in a reasonable, supportive and respectful manner in ensuring the well-being of our community. Where this is compromised by the conduct of a child or parent exclusion will be considered.

Norfolk House will apply its behaviour policies in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely. The following forms of exclusion are available as an ultimate sanction:

- On-site Exclusion – removal from usual activities but not from the school site, such an exclusion will last up to a full day. An internal exclusion may be the initial part of a fixed term exclusion while the school awaits the collection of the child by parents.
- Fixed Term Exclusion – the child is removed from school for a set period of time at the discretion of the school.
- Permanent Exclusion – the child is removed from the school roll. This will be preceded by a fixed term exclusion to ensure proper investigation and consideration of events.

Parents are also subject to the above conditions, relating to fixed term and permanent exclusion, where the welfare of other members of the school community is threatened by the conduct of a parent. Sanctions applied to a parent may include

- On site - Access to the site and school events is only permitted under certain conditions
- Fixed Term - Barring the parent from the site and school events for a fixed period
- Permanent – Permanent barring from the school site. Removal of children from the school roll

The school will communicate with the police where it is deemed necessary for the welfare of the community.

### **Reasons to Exclude**

The power to exclude a pupil can only be exercised by the Head or Deputy Head in the absence of the Head, and then only in consultation with the Head. If the Head excludes a pupil, the parents are informed immediately, giving reasons for the exclusion. The Head will discuss all exclusions with a member of the governance of Bellevue Education prior to the decision being taken.

The school recognises that exclusion is a last resort sanction and this policy schools will consider the Behaviour, SEN and Equal Opportunities Policies in the context of this policy. The monitoring of all exclusions is part of the governance process and is discussed with the central team.

Exclusion may be the result of repeated failure to abide by the school's expectations of good conduct, or to exercise respect for its aims and ethos. However, exclusion may also result from a single serious incident, which *may* include the following:

- Threatened or committed violence or abusive language against other members of the school community
- Distribution of illegal drugs
- Bringing into school objects which may cause harm to other members of the community or pornographic literature or images.
- Stealing from the school, a member of staff or a fellow pupil
- Malicious or disruptive behaviour, including open defiance of authority
- Engaging in sustained bullying of other pupils
- Making allegations against a member of the school community which are confirmed to be malicious
- Malicious use of social media

Every pupil has a right to confidentiality during the consideration of a possible exclusion; an investigation will be undertaken in the strictest confidence and the details only disclosed to those who need to know. This does not preclude the conclusion of an investigation being made public to the school community on completion of an investigation, if the person being investigated has been found to be culpable. If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed term temporary exclusion or to convert it into a permanent exclusion, the Head will write again to the parent with the reasons for this decision.

Where exclusion has taken place the parents will be notified immediately, followed by a letter. This will detail the following:

- Length of exclusion and whether it is temporary or permanent.
- Reasons for the exclusion.
- Parents' right to make representation to the Head. If they are not satisfied with the Head's decision, stage 3 of the school's complaints procedure (the panel hearing) will be used as a template for an appeal against a permanent exclusion. During an appeal process, an exclusion will remain in place, except at the discretion of the Head.
- The child will be given work to do at home regardless of the duration of the exclusion, where it is necessary the school should also provide online learning for the child
- Telephone number for the Advisory centre for education (ACE) exclusions information line is 020 8888 3377 or [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

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