



Ashford School and Ashford Friars Preparatory School Exclusions Policy

Policy Statement

The LGB and staff of Ashford 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.

Information about the school sanctions system can be found in the behaviour policy and in the staff and student handbooks. The School Code is also reproduced in the termly Arrangements Diary.

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 parents on the school website.

Procedures

Nursery and Reception (EYFS)

For the Nursery and Reception exclusion would only take place once all other reasonable avenues have been explored.

Prep School and Senior School

There are three sanctions for the most serious disciplinary matters:

- Suspension from School (also known as Temporary Exclusion)
- Removal at the Request of the School (also known as Required Withdrawal)
- Expulsion (also known as Permanent Exclusion)

Temporary Exclusion (Suspension)

Only the Head, Headmaster of the Prep School or Director of the Senior School can suspend a child. The Headmaster of the Prep School or Director of the Senior School will always consult the Head prior to suspension (or the DCEO of UCST in the Head's absence). Before deciding to suspend a child the Head or the person with delegated authority will:

- Ensure that an investigation has been conducted
- Ensure that as far as it is reasonable all the relevant information has been considered
- Give the child an opportunity to be heard
- Consult as far as it is reasonable other relevant people
- Inform parents/guardians prior to the suspension commencing

- Work will generally be set for a child to do at home during the period when they are suspended. In addition, consideration will be given to any relevant problems of the suspended child and how they might be addressed in the interim, together with reintegration post-exclusion
- The Head or the person with delegated authority will write to confirm the exclusion, stating the length and the reasons
- Temporary exclusion constitutes 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 exclude temporarily more than twice

Removal at the Request of the School

Parents may be required during or at the end of a term, to remove the pupil without refund of fees, temporarily 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.

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.

Only the Head can require parents to remove a pupil and before doing so he will follow the same procedure as for temporary exclusion.

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.

Permanent Exclusion (Expulsion)

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) 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.

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.

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

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.

Appeal

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

process, he will consult the Chairman of the Ashford School Council (or in his absence the Deputy Chairman) or the DCEO of UCST.

If parents wish contest the exclusion they should follow the Complaints Procedure which is available on the website. In most cases, the pupil will remain temporarily suspended until the complaint is concluded.

Discretion

The decision to exclude, 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.

Access

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.

SUPPORTING DOCUMENTATION
 Serious Incidents Log

Date Document Updated	Document Updated by	Location of Saved File
January 2011	Yvonne Howard (Deputy Head)	

Date Document Reviewed	Document Reviewed by	Date of Next Review
	LGB	March 2011