



TRURO  
SCHOOL

PREP SCHOOL

# Exclusions Policy

A copy of this policy is published in the following areas: The school's website

Reviewed: January 2025

Date of next review: January 2026

Created by: Head

Reviewed by: Head and Deputy Head

## **Truro School Prep Exclusions policy**

**Implemented: January 2025**

**Date for next review: January 2026**

**Reviewed by: Head and Deputy Head of Prep**

This Policy should be read in conjunction with:

- Behaviour Policy
- Equal Opportunities Pupils Policy
- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- SEND and Learning Support Policy
- Complaints Policy

Behaviour consequences including those that relate to Exclusions are:

- proportionate to the breach of rules committed
- applied in line with policy, allowing for escalation based on relevant behavioural history
- designed to be fair and consistent whilst also educating pupils in relation to the specifics of the incident at hand
- designed to involve some form of restorative justice where relevant and possible
- not intended to be discriminatory and will consider reasonable adjustments necessary to ensure vulnerable pupils or those with a disability are not inadvertently discriminated against. However, a pupil engaging in arson, theft, sexual abuse, exhibitionism or voyeurism occurring as a result of a disability is not protected under the Equality Act.
- subject to appeal (see below)
- recorded by the member of staff authorising the behaviour consequence.

Throughout the School, corporal punishment is not used or threatened. Behaviour consequences will never be imposed that are either degrading or humiliating.

## **Unacceptable behaviour**

As outlined in the School's Behaviour Policy, unacceptable behaviour will be investigated and consequences will be implemented for behaviour that does not support our School's motto, values and expectations. We believe that no pupil should have their learning or school experience undermined by behaviour that is below expectation. Following the 'consequences ladder' the School will seek to educate and promote positive behaviour, mindful of any relevant adjustments in line with our duties under the Equality Act and in line with our SEND Policy. For persistent offences, the Behaviour Policy outlines the procedures for addressing such behaviour and the consequence will reflect the severity of the incident and its impact on the school community.

In the case of continued persistent behaviour and/or individual Level 5 incidents, fixed term exclusion (suspension) procedures and ultimately permanent exclusion may be implemented.

## **Exclusions**

For serious breaches of the School's behaviour policy, pupils may be excluded for one or more fixed periods. A decision to exclude a pupil permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or if an exceptional 'one-off' offence has been committed.

## **Alternatives**

Before resorting to exclusion, the school will normally try alternative solutions, for example:

- a restorative justice process – whereby the harm caused to the 'victim' can be redressed
- reflection exercises
- behaviour support cards
- behaviour SATIS cards

## **Inappropriate Exclusion**

The school does not see exclusion as normally appropriate in the following cases:

- minor breaches of discipline
- poor academic performance
- truancy or lateness
- non-compliance with uniform regulations

### **General factors the School considers before making a decision to exclude**

Before deciding whether to exclude a pupil, either permanently or for a fixed-term, the School will consider the following points:

- That an appropriate investigation has been carried out and recorded
- That the pupil has been allowed to give their version of events
- That all the evidence has taken into account school policies on Equal Opportunities, SEND and any other potentially discriminatory context
- Whether the incident has any reasonable mitigation by, for example, being provoked as a result of bullying, racial or sexual harassment

The Head will consult with members of the Prep School Leadership Team, including the SENDCo, prior to reaching a decision on any exclusion and will immediately inform the Head of Truro School and the Chair of Governors of any decision (and before parents/guardians/carers are informed).

### **Parental Co-operation**

The Head will arrange a meeting to inform the parents/guardians/carers of a pupil of:

- The reason for the exclusion
- The period of the exclusion
- The arrangements for the exclusion
- The support that will be implemented.

In certain circumstances this information will need to be shared by telephone rather than in person.

These details will also be communicated in writing to the parents

Parental co-operation forms part of the contract between the school and the parents of pupils at the school. A refusal to abide by the terms of an exclusion may be considered a breach of contract.

### **Support**

In cases of fixed term exclusions, the Leadership Team will produce a support plan for the pupil – this may include work to be set, communications with home, plans for the return to school (including meetings prior to return), adapted timetables, support and intervention, meetings and reviews.

In case of permanent exclusions, the Leadership Team will ensure work is set and support is in place whilst the pupil remains on roll. Following the pupil moving off-

roll, the School will liaise with future educational settings and ensure that regulatory information is passed to the relevant setting/authority.

### **Withdrawal by the Parent**

Under certain circumstances, through discussion with the parents, a compromise may be agreed whereby the parents choose to withdraw their child from the school.

### **Appeals**

Parents are entitled to appeal to the Board of Governors against any permanent exclusion. This is carried out in line with Stage 3 of the School's Complaints Policy. A letter stating the intention to appeal should be sent to the Clerk to the Governors at the school. A review panel will be convened as quickly as possible comprising the Chairman of the Governors and at least one other member of the Board.

The panel will carry out a full and thorough review of the evidence in line with this policy.

### **Monitoring and Review**

The Head and Deputy Head will review this policy annually.