

Vita Et Pax Preparatory School

Exclusions Policy

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Responsible	Head Master
Head Master	Darren May
Chair of Proprietorial Body	Pushkar Acharya
DfE URN	102064
Charity No	281566

1. Introduction

Vita Et Pax Preparatory School is committed to maintaining high standards of behaviour and discipline, ensuring that the school remains a safe, orderly and supportive environment for all pupils. Exclusion is a serious step and will only be taken where it is necessary to maintain the welfare and safety of the school community. This policy complies with the Independent School Standards Regulations (ISSRs) 2014 and relevant DfE guidance, including "Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England" (2023).

2. Aims

- To ensure that exclusion is only used as a last resort, after all other reasonable strategies have been exhausted
- To set out the procedures for fixed-term (suspension) and permanent exclusion
- To ensure that the process is fair, transparent and compliant with relevant legislation
- To protect the rights of pupils and parents throughout the process
- To ensure that appropriate provision is made for excluded pupils

3. Types of Exclusion

3.1 Internal Exclusion

A pupil may be removed from their usual class and required to work in a supervised area within the school. This is not a formal exclusion and is used as an intermediate measure. Parents will be informed on the same day.

3.2 Fixed-Term Exclusion (Suspension)

A pupil may be excluded from the school for a set period of time, normally between 1 and 5 school days. Fixed-term exclusions should not exceed 15 school days in any one term. The Head Master will set work for the pupil to complete during the period of exclusion.

3.3 Permanent Exclusion

Permanent exclusion is the most serious sanction available and will only be used where:

- There has been a serious breach, or persistent breaches, of the school's Behaviour Policy; and
- Allowing the pupil to remain in school would seriously harm the education or welfare of other pupils or staff

4. Grounds for Exclusion

The decision to exclude will be made by the Head Master (or, in their absence, the most senior teacher acting in that role). Exclusion may be considered for, but not limited to:

- Physical assault against a pupil or adult
- Verbal abuse or threatening behaviour towards a pupil or adult
- Bullying (including cyber-bullying) — see Anti-Bullying Policy
- Persistent disruptive behaviour
- Damage to property
- Theft
- Sexual misconduct
- Drug or alcohol related incidents
- Carrying an offensive weapon or prohibited item
- Any behaviour which puts the safety of others at risk

5. Procedure for Fixed-Term Exclusion

1. The Head Master will investigate the incident thoroughly before making a decision
2. The pupil will be given the opportunity to give their account of events
3. Parents/carers will be contacted immediately by telephone, followed by a formal letter setting out:
 - The reason for the exclusion
 - The duration of the exclusion
 - Arrangements for the pupil's education during the exclusion period
 - The parents' right to make representations to the Proprietorial Body
4. Work will be set and sent home for the duration of the exclusion
5. A reintegration meeting will be held with parents and the pupil before the pupil returns to school
6. The exclusion will be recorded in the school's exclusion log

6. Procedure for Permanent Exclusion

1. The Head Master will investigate the incident(s) thoroughly
2. The pupil and parents will be given the opportunity to present their case
3. The Head Master will consult with the Chair of the Proprietorial Body before making a final decision
4. Parents/carers will be informed in writing, setting out:
 - The reason(s) for permanent exclusion
 - The right to make representations to the Proprietorial Body within 15 school days
 - The arrangements for a review panel hearing if requested
 - Contact details for the local authority regarding alternative education provision
5. The school will assist parents in finding alternative educational provision where appropriate

7. Review and Representation

Parents have the right to make representations to the Proprietorial Body about any exclusion. For permanent exclusions, the Proprietorial Body will convene a

review panel within 15 school days of receiving a request. The panel will consider:

- Whether the exclusion procedure was followed correctly
- Whether the decision was reasonable and proportionate
- Any representations made by the parents

The panel may uphold the exclusion, overturn it, or direct the Head Master to reconsider.

8. Support for Excluded Pupils

During any period of exclusion, the school will:

- Provide appropriate work for the pupil to complete at home
- Offer pastoral support to the pupil and their family
- Consider whether an assessment of the pupil's needs (including SEND) would be appropriate
- Work with the local authority to ensure continuity of education where necessary

9. Recording and Monitoring

All exclusions (internal, fixed-term and permanent) are recorded in the school's exclusion log. The Proprietorial Body reviews exclusion data termly to identify any patterns or trends and to ensure that the policy is being applied fairly and consistently.

10. Equality and Protected Characteristics

The school is mindful of its obligations under the Equality Act 2010 and will ensure that the exclusion process does not discriminate against any pupil on the grounds of a protected characteristic. Where a pupil has identified SEND, reasonable adjustments will be made and the pupil's needs will be fully considered before any decision to exclude is taken.

11. Related Policies

- Behaviour & Discipline Policy
- Anti-Bullying Policy
- Safeguarding & Child Protection Policy

- SEND Policy
- Equal Opportunities Policy
- Complaints Policy

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