



# EXCLUSION POLICY



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<b>Next review</b>	August 2026	

## **INTRODUCTION**

The aim of this policy is to give clear and concise details of how the exclusion of a pupil will be managed but the school leaders.

This policy should be read in conjunction with the school's Behaviour Policy.

## **SANCTIONS**

We pride ourselves on managing inappropriate behaviour very well; our policy is to involve parents where pupils are not behaving appropriately and work together to try to resolve issues. We provide a high level of support, time and encouragement to promoting good behaviour.

Nevertheless, the following offences may, after discussion with parents, be reasons for excluding a child:

- Substance or alcohol abuse on school grounds
- Persistent bullying of a pupil
- Violent attack on a pupil or member of staff
- Significant damage to the school, staff or pupils' property
- Repeated placement on Step 5 of the 'warnings, procedures and sanctions'

It may also be the case that temporary exclusion (suspension) may be appropriate instead, or in advance of a permanent exclusion.

## **APPEAL PROCESS**

If parents would like to appeal the formal exclusion decision, they are invited to follow the formal procedure outlined below.

When a pupil is suspended or excluded, the governors have a duty to consider parents' representations about the suspension or permanent exclusion. This representation by parents must be included, if they disagree with the Headmaster's decision.

Parents should submit a written request for appeal directly to the Headmaster outlining reasons why they feel the exclusion should not be considered.

A suitable clerk to the hearing panel should be appointed and an exclusion panel formed, comprising of at least 3 members and one of whom is independent of the management and running of the school who were not directly involved in the matters detailed in the case.

- The clerk should write acknowledging receipt of the written request, informing the parents that it will be heard by the panel as soon as possible but at least within 14 school days of receipt.
- The clerk should convene a meeting of the exclusion panel at a time which is convenient for the parents of the child involved.
- The clerk should ensure that the parents, Headmaster and any other witnesses are given at least 5 school days' notice in writing, of the date, time, place of the hearing. A shorter timescale may be arranged if all parties are in full agreement. The letter of notification to the parents should inform him/her of their right to be accompanied by another adult if they so wish (this cannot be legal representation). The Headmaster should ensure that interpretation facilities for the hearing are offered and made available if required. The letter

should set out the procedure for the conduct of the hearing, and the parent’s right to submit further written evidence to the panel.

- The clerk should invite the Headmaster to submit a written report for the panel in response to the exclusion. The panel may also invite any other members of staff directly involved in matters raised by the parents to respond in writing and/or in person to the complaint. Any involvement of other staff should be at the discretion of the Headmaster.
- All relevant documents should be received by all parties (including the complainant) at least 5 school days before the meeting of the panel. This provides adequate opportunity to read them prior to the start of the meeting.
- Personnel from an outside source may be invited to attend the meeting to advise the panel (if appropriate).
- One member of the panel should be elected to ensure that proper minutes of the meeting are taken.
- At the conclusion of the representations and questions the panel chair should explain that the panel will consider the issues and write to both parties with their decision or judgement. The parents will be informed of the outcome of a full investigation within 3 days.
- The panel and any advisers in attendance should then withdraw to enable them to consider the evidence. This should include: a judgement about the validity of the complaint; appropriate action to be taken by the school and/or parent; and where appropriate, recommendations on changes to the school’s systems or procedures to ensure similar problems do not arise in the future.
- The school should ensure that a copy of all correspondence and notes is kept confidentially on file in the school and kept for three years. The recorded appeal documents should be kept separate from the pupil’s personal records. All records are to be kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 act requests access to them.
- A copy of the panel’s findings and recommendations will be provided to the parents and will be available for inspection on the school premises.
- The exclusion appeals procedure applies to the parents of current pupils on role at the school.

<b>Name of policy</b> Exclusion Policy	<b>Policy reviewed/amended date</b> September 2024 (V1) August 2025 (V2)
<b>Original policy date</b> January 2024	<b>Current version</b> V3
<b>Date of new review</b> August 2026	