NP3.2 - Exclusions and Required Removal Policy

This policy applies to the whole school including EYFS at Newton Prep

Introduction

This policy should be read in conjunction with Newton Prep's Behaviour Policy, Anti-Bullying Policy, E-Safety Policy, Core Values and Golden Rules, and Complaints Procedure. This policy is available on the website and also on request from the School Office.

At Newton Prep, we encourage the establishment of excellent relationships between pupils and teachers. Children's behaviour is guided by the Golden Rules in Lower School and Core Values in Middle and Upper School. Along with the system of rewards and sanctions we aim to create a calm, disciplined, happy learning environment. The system of rewards and sanctions, the Golden Rules and the Core Values can be found in the Behaviour Policy.

It is hoped that pupils will respond to Newton Prep's positive encouragement and rewards and will comply with the School rules at all times. However, pupils' conduct may on occasion fall below the standards of behaviour reasonably expected by the School. When poor behaviour is identified, sanctions are implemented in line with the School's Behaviour Policy (NP 3.1) which outlines the range of sanctions that might be used for minor misdemeanours and breaches of the School's rules, including outside of the School grounds. These are sanctions for breaches of discipline that do not merit exclusion / required removal. Exclusion, whether fixed term or permanent, is a last resort. Permanent exclusion will only be used in the most serious circumstances.

Section 7 of the School's Terms and Conditions (Parent Contract) refers to matters of 'Behaviour and discipline' and defines what is meant by suspension, withdrawal, expulsion, removal and exclusion.

Associated Policies and Documents

NP3.1 Behaviour Policy
NP 4.1 Anti Bullying Policy
NP 9.1 Complaints Policy
NP 11.1 Equality, Diversity and Inclusion Policy
NP1.1 Safeguarding and Child Protection Policy
NP 13.1 E-Safety Policy
Parent Contract (Newton Prep Terms & Conditions)
Pupil Serious Misbehaviour Log

ISI Inspection Framework September 2026; ISI Inspection Handbook 2026
Education Act 2002 Part 10
Human Rights Act 1998 The Education (Independent School Standards) Regulations 2014 and updated 2018
Keeping children safe in Education DfE September 2026
The Equality Act 2010
Behaviour and Discipline in Schools: Advice for Headteachers and School Staff DfE February 2024
Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement July 2026

Contents

Introduction 1

Section 7 of the School's Terms and Conditions (Parent Contract) refers to matters of 'Behaviour and discipline' and defines what is meant by suspension, withdrawal, expulsion, removal and exclusion. 1

Associated Policies and Documents 1

Contents 3

1. Policy statement 4

2. Investigation procedure 5

3. Meeting with the Head 6

4. Special Educational Needs 7

5. Parental Behaviour 7

6. Appeals against exclusion / required removal 8

Review and Update Process 9

1. Policy statement

Pupil Behaviour

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment. Serious incidents or persistent poor behaviour which has not improved following the School's own sanctions and interventions could result in permanent exclusion or removal of a pupil. The sanction of excluding or removing a pupil may be imposed for a one off serious misdemeanour or it can be imposed as a sanction for a series of minor misdemeanours.

As well as behaviour at school, Newton Prep takes the conduct of pupils outside of school grounds extremely seriously. The School has ' the power to sanction pupils for misbehaviour outside of the school premises to such an extent as is reasonable' (2024 DfE guidance, 'Behaviour in schools, Advice for headteachers and school staff, February 2024'). Conduct outside school premises, including online conduct, that may result in a sanction include when the pupil is:

- taking part in any school-organised or school-related activity;
- travelling to or from school;
- wearing school uniform; or
- in some other way identifiable as a pupil at the school.

Or if their behaviour:

- could have repercussions for the orderly running of the school;
- poses a threat to another pupil or member of the public; or
- could adversely affect the reputation of the school.

Where an incident is reported to the School of a pupil's poor behaviour outside of the School grounds and the incident has not been witnessed by Newton Prep's staff, the School will take an evidence-based approach and talk to witnesses before identifying further action and any sanctions.

The School will usually report to the police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside of its grounds. A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of School) includes the following:

- Physical assault against pupils or adults;
- Behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- Verbal abuse/ threatening behaviour against pupils or adults
- Bullying (including cyber-bullying) in accordance with the School's Anti-Bullying Policy;
- Committing a criminal offence;
- Fighting;
- Abuse on grounds of race, sex, sexual orientation, gender reassignment, religion/ belief, disability, SENs (etc.) or any form of unlawful discrimination;

- Sexual harassment or misconduct, including youth-produced sexual imagery;
- Drug and alcohol misuse (including supply/possession/use);
- Damage to property;
- Vandalism or computer hacking;
- Theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- Wilful damage to property;
- Bringing illegal, inappropriate or dangerous items into School, such as: drugs, weapons, firearms, pornographic material etc;
- Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- Misconduct which brings or is likely to bring the School into disrepute;
- Behaviour or breaches of the School's Behaviour Policy or School rules (Golden Rules in Lower School and Core Values in Upper School).
- Poor online behaviour

As set out in the Parent Contract the School may require the removal of a pupil in circumstances where if, after consultation with the parents and if appropriate the child, the Head is of the opinion that:

- the child has committed a breach or series of breaches of School rules or discipline for which removal is the appropriate sanction; or
- by reason of the child's conduct, behaviour or progress, the child is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or
- the parents or any third parties authorised by them (such as nannies) have treated the School or members of its staff unreasonably and/or the behaviour affects or is likely to adversely affect the child's or other pupils' progress at the School.

2. Investigation procedure

2.1. Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation that could result in the pupil being excluded or removed.

2.2. The Head undertakes to make decisions fairly after due investigative action has taken place**(**an investigation will be carried out by the Head or their nominee, such as a Deputy Head). Any findings of fact will be made on the basis of the balance of probability,

2.3. An investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by either the Deputy Head Years 3-5, the Deputy Head Years 6-8 or the Deputy Head Lower School, and its outcome will be reported to the Head. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being excluded.

2.4. It may be relevant to the investigation to search a pupil's space and belongings and ask him / her to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so. Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy.

2.5. A pupil may be required to stay at home as a neutral act during an investigation procedure. The School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil, through provision of home learning materials. Alternatively, the pupil may be placed under a segregated regime on school premises.

3. Meeting with the Head

3.1. Prior to any decision being taken by the Head to exclude or require the removal of the pupil, the Head will meet with the pupil and their parents or in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour, the parents. The Chairman of the School will be informed of the investigation. Documents available at the disciplinary meeting with the Head will include:

- a statement setting out the points of complaint against the pupil
- written statements and notes of the evidence supporting the complaint, and any relevant correspondence
- the Deputy Head's Investigation Report (if applicable)
- the pupil's school file and (if separate) conduct record
- the relevant school policies and procedures.

The pupil may be accompanied at the meeting by a member of staff of their choice. The pupil and their parents will have an opportunity to state their side of the case. If the parents or the pupil have any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Head or Deputy Head so that appropriate arrangements can be made in accordance with our Equal Opportunities Policy.

3.2. If the pupil or the pupil's parents experience difficulty in attending due to a disability, the School will make reasonable alternative arrangements to accommodate the disability. If a parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the parent can be involved with the disciplinary process and their child's education.

3.3. If the Head considers that further investigation is needed, the meeting may be adjourned and the reason for the adjournment would be explained to the pupil/ parents.

3.4. Following the conclusion of the meeting, the Head will reach their decision on the balance of probabilities. The Head will communicate their decision in writing within five working days from the meeting. A decision to expel or remove a pupil shall take

effect seven days after the decision was first communicated to a parent. Until then, the pupil shall remain suspended and away from school premises. If within seven days the parents have made a written application for a Panel Review, the pupil shall remain suspended until the Review has taken place.

4. Special Educational Needs

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing pupils with special educational needs and disabilities or a particular vulnerability at a particular disadvantage compared to other pupils, in accordance with the Schools' obligations under the Equality Act 2010.

Where there has been serious misbehaviour by a pupil with SEND, the School, will consider whether a pupil's SEND has contributed to their misbehaviour and the appropriate sanction to be applied. It does not follow that every incident of misbehaviour will be connected to a pupils' SEND.

5. Parental Behaviour

As set out in the Parent Contract, the School may require the removal of a pupil in circumstances where the Head considers in their discretion that the parents or any third parties authorised by them (such as nannies) have treated the School or members of its staff unreasonably and/or the behaviour affects or is likely to affect adversely the child's or other pupils' progress at the School

Removal may also be required if the behaviour or conduct of a parent (or both parents) adversely affects (or is likely to adversely affect) the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with their obligations under the Parent Contract.

A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct includes the following:

- treating the School or a member of staff unreasonably or without due dignity and respect;
- breaching School rules;
- making a malicious allegation about a member of staff or the School;
- communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community; and
- breaching the School's Terms and Conditions (Parent Contract).

The School reserves the right to impose sanctions for parental behaviour falling short of required removal including, but not limited to, placing restrictions on a parent's access to

the school or school events, communications with the School and/ or the imposition of a warning (up to and including a final written warning).

Other circumstances: A pupil may be required to leave if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the pupil, or of the School, that they remain at the School.

6. Appeals against exclusion / required removal

6.1. The School will always offer the right of appeal to any pupil excluded or required to be removed from the School. Parents may ask for a Review of a decision to expel or require the removal of their child from the School (but not a decision to suspend the child unless the suspension is for 11 school days or more, or would prevent their child taking a public examination). The request must be made as soon as possible and in any event within seven days of the Head's decision being notified to the Parents.

6.2. The Head will advise the Parents of the procedure under which such a review will be conducted by a Review Panel of up to three members of the School Council. The Parents will be entitled to know the names of the School Council who make up the review panel. The Parents may ask for the appointment of an independent panel member nominated by the School and approved by the parent (approval not to be unreasonably withheld). If Parents request a Panel Review, the child will be suspended from School until the review procedure has been completed. While suspended, the child shall remain away from School and will have no right to enter School premises during that time without written permission from the Head. A Panel Review will be conducted in accordance with the School's Panel Review policy. The decision of the Review Panel will be final and binding on the Parents and the School, and as such the outcome of the appeal process is final and there shall be no further right to appeal.

6.3. For the purposes of this policy “working days” refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

6.4. If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

6.5. Record: Where the sanction imposed is exclusion (either temporary, fixed term or permanent), the written report on the investigation will be placed on the pupil’s file. In addition, details of the exclusion will also be recorded on the School’s ‘Serious Misbehaviour Log’ and CPOMS.

A record shall be maintained by the School of the Review, the documents relating to the proceedings, and the findings of the Review Panel. The record shall be kept in accordance with the School's Data Protection Policy.

Accessing the Policy: This policy is available on our website.Please contact the Bursar to request a copy of this policy in an alternative form.

Review and Update Process

Last update	September 2026
Next update	September 2027