BUCKINGHAM PREPARATORY SCHOOL

'Together we nurture, we inspire, we achieve'

Misbehaviour and Exclusion Policy

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Misbehaviour and Exclusion Policy

Revised: July 2026 (to be reviewed in July 2027)
This policy applies to all children within the school, including EYFS.

Buckingham Preparatory School policies

This policy should be read and adhered to in conjunction with the following Buckingham Preparatory School policies:

- Behaviour and Sanctions Policy
- Anti Bullying & Cyber Bullying Policy
- Equal Opportunities Policy
- Behaviour and Sanctions policy
- Provision for Learning Policy
- Complaints Policy

A decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by the School.

The School is responsible for communicating to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

Reasons for exclusion:

- Serious breach of the School's rules or policies
- Risk of harm to the education or welfare of the pupil or others in the School
- Breakdown of the relationship between the School and parents
- Persistent non-payment of fees or any other material breach of parents' obligations under the school's terms and conditions.
- Malicious accusations against a member of staff

Any permanent exclusion will be at the recommendation of the Headteacher and at the discretion of the Governors.

Temporary exclusion

A temporary exclusion should be for the shortest time necessary and is entirely at the discretion of the Headteacher; Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

Persistent or cumulative problems

Exclusion for a period of time from half a day to 3 days for persistent or cumulative problems would be imposed only when the School had already offered and implemented a range of support and management strategies.

These could include:

- Discussion with the pupil
- Mentoring (Tutor support)
- Report book
- Discussions with parents
- Target setting
- Checking on any possible provocation
- Detention
- Mediation
- Counselling
- Internal exclusion

Exclusion will not be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules), except where these are persistent and defiant.

Single incident

Temporary exclusion may be used in response to a serious breach of School rules and policies or a disciplinary offence. In such cases the Headteacher will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the School's policies. The pupil will be encouraged to give his version of events and the Headteacher will check whether the incident may have been provoked, for example by bullying or any of the protected characteristics. If necessary the Headteacher will consult a Governor, but not the Governor who may have a role in reviewing the Headteacher's decision.

Permanent exclusion

A permanent exclusion is a very serious decision and the Headteacher will consult with the Senior Management Team and the Chair of Governors before enforcing it. As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of School rules and policies or a disciplinary offence such as:

- Serious actual or threatened violence against another pupil or a member of staff
- Possession or use of an illegal drug on School premises
- Carrying an offensive weapon
- Persistent bullying

- Racial harassment

The decision to exclude

If the Headteacher decides to exclude a pupil he/she will:

- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the pupil
- contact the parents, explain the decision and ask that the child be collected
- send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return
- in cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked
- plan how to address the pupil's needs on his/her return
- plan a meeting with parents and pupil on his/her return

An exclusion should not be enforced if in doing so, it may put the safety of the pupil at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority.

There will be no refund of fees following temporary or permanent exclusion. In the case of permanent exclusion the Acceptance Deposit will not be returned or credited. Fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

Behaviour outside School

Pupils' behaviour outside School on School business e.g. on School trips, at sports fixtures, or while they can be identified as being a pupil at the school is subject to the School's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in School.

Pupils with special educational needs and disabled pupils

The School must take account of any special educational needs when considering whether or not to exclude a pupil. We have a legal duty under the Equality Act 2010 as amended not to discriminate against disabled pupils by excluding them from School for behaviour related to their disability.
The Headteacher should ensure that reasonable steps have been taken by the School to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability.

'Reasonable steps' could include:

- differentiation in the applying of the School's Behaviour Policy
- developing strategies to prevent the pupil's behaviour
- requesting external help with the pupil
- staff training

Where reasonable adjustments to policies and practices have been made to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the School may be such a reason.

Managed move

In cases where the Headteacher and parents agree that the progress of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent has treated the School or members of its staff unreasonably the Headteacher may require the parents to remove the pupil. This is not exclusion and in such cases the Headteacher will assist the parents in placing the pupil in another School. This is covered in the school's terms and conditions.

The Acceptance Deposit will be refunded in the event of a managed move and fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

Removal from the School for other reasons

The Headteacher may send a pupil home, after consultation with that pupil's parents and a health professional as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, for example because of a diagnosed illness such as a notifiable disease. This is not exclusion and should be for the shortest possible time.

Procedure for appeal

If parents wish to appeal the decision to permanently exclude, the matter will be referred to the Governors. Two Governors, who were not involved in the initial decision to permanently exclude, will acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within five days.

Records relating to the decision to exclude and the parents' complaint will be copied to all parties not later than two days prior to the hearing. Records may be sent electronically. In no circumstances however will the School or its staff be required to divulge to parents or others any confidential information on or the identities of pupils or others who have given information which has led to the exclusion or which the Headteacher has acquired during an investigation.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate. If possible the Governors will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the Governors will decide how it should be carried out. After due consideration of all the facts they consider to be relevant, the Governors will reach a decision on whether to uphold or rescind the exclusion or they may make other recommendations. This decision will be made within ten days of the hearing.

The Governors will write to the parents informing them of the decision and the reasons for it. The decision of the Governors will be final. The Governors findings and, if any, recommendations will be sent in writing to the parents, the Headteacher and the other Governors.