multum in parvo

Windrush Valley School

Policy Documents Annual Review Record

Citation	This document shall be cited as: Discipline, Exclusions and Required Removal Policy and linked to the following documents: Anti-Bullying Policy Safeguarding Policy Online Safety Policy Attendance Policy Admissions Policy Complaints Procedure Terms and Conditions (Parents) Offer Acceptance Form (Parents) House Reward System – WINDRUSH360 School Rules- 'Golden Rules' Equal Opportunities Policy SEND Policy Staff Handbook Data Protection Policy Positive Handling
Regulatory standard	Reporting
Person responsible	Headteacher
Comments to	Headteacher
Last reviewed/updated	September 2026
To be reviewed/updated	September 2027
Reason for review/update	Annual review-
Person reviewing/updating	Headteacher
Source/author	Lucy Maudsley Amanda Douglas
Implementation	Immediate and on-going
Approved by	T. Mullins- September 2026

WVS Discipline, Exclusions and Required Removal Policy

Introduction

This policy should be read in conjunction with the policies listed above. This policy is available on request from the School office.

Scope: This policy applies to the Prep School and Nursery. Decisions must be age-appropriate and developmentally appropriate. In the Nursery and Reception, staff must follow the EYFS statutory framework, safeguarding arrangements and the school's Behaviour Management Policy. The Headteacher will consider the welfare and best interests of each child alongside the safety of others.

At Windrush Valley School we encourage the establishment of good teacher / pupil relationships and support for the School's values through a system of rewards and sanctions which are designed to promote a calm and disciplined learning environment. Our system of rewards includes:

- WINDRUSH360- The School reward and house system including individual awards: weekly (Star of the Week), termly and annually (Bronze, Silver and Gold certificates and badges). Key focus areas are: Work, Values and Society
- Verbal praise and written praise for good work
- Annual house prizes and year group prizes
- Posting examples of excellent work in art/design, sports, and drama and concert achievements on the School's website or social media, so that the community can celebrate success
- Reports to parents

Sanctions for breaches of discipline that do not merit exclusion / required removal

Before imposing sanctions, staff will consider age, developmental stage, disability, SEND, communication needs and reasonable adjustments. Sanctions must be proportionate and age-appropriate. Corporal punishment is prohibited. Nursery and Reception responses must reflect the EYFS framework. Time-out must be supervised, brief and proportionate; it must not be used to confine a child or prevent them from leaving. Staff will use prevention and de-escalation first

wherever possible. The safeguards below apply alongside the School's existing Positive Handling and Restrictive Interventions Policies.

Force must never be used as punishment and must be necessary and proportionate, using the minimum force for the shortest time. Seclusion is a safety intervention, not a sanction: a child prevented from leaving must be continuously supervised in a safe space and released when the immediate risk subsides. Staff will promptly notify the Headteacher and DSL of any significant use of force, seclusion or restraint. The School will record and report such incidents under the applicable recording and reporting duties and April 2026 DfE guidance, arrange support and review prevention measures.

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School's Golden Rules at all times. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School.

When poor behaviour is identified sanctions are implemented in line with Windrush Valley School's Behaviour Management Policy.

School staff can issue sanctions any time pupils are in School or elsewhere under the charge of a member of staff, including on School visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of School.

We have a range of sanctions which include:

- 'time-out' – a short, proportionate time-out from the classroom (no more than 5 minutes)
- a verbal reprimand from a member of School staff;
- additional School work or repeating unsatisfactory work until it meets the required standard;
- loss of privileges;
- loss of break times;
- oral or written warnings;
- behaviour plans or behaviour cards

The relevant teacher is responsible in the first instance for dealing with minor infringements or indiscipline as outlined in the 'Ladder of Sanctions' Appendix 1 on the Behaviour Management Policy. All incidents will be recorded on CPOMS by the teacher involved.

Any incidents of misbehaviour that meet 'Stage 4' on the 'Ladder of Sanctions' will be referred to and dealt with by the Headteacher and appropriate sanctions implemented. Under Clause 7.1 of the applicable Terms and Conditions, the Headteacher may suspend a pupil for very serious indiscipline or repeated less serious offences where previous sanctions and support have proved ineffective. The existing fixed-period range of 48 hours to one week is retained, as Stage 7 of the Ladder of Sanctions. The written notice will specify the exact start and end dates and times, reasons, suitable work, contact arrangements and return support. Any proposed extension will require a fresh reasoned decision and written notification. The Headteacher will consider the pupil's circumstances and reasonable adjustments, review the necessity of the suspension and explain how parents can raise concerns through the existing Complaints Procedure.

Breaches of discipline outside of the School grounds

The School takes the conduct of its pupils outside of School grounds extremely seriously. A pupil's misbehaviour outside of School can be damaging to the reputation of both the pupil and the School. Where an incident is reported to the School of poor pupil behaviour outside of the School grounds and the incident has not been witnessed by School staff, the School will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

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. Suspected drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the School believes a pupil may have taken drugs then the School will seek immediate medical advice and may involve the police.

Alleged sexual offences will generally be reported to the police immediately.

Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

Breaches of School Rules by pupils which merit exclusion

Permanent exclusion under Clause 7.1 is a serious decision requiring assessment of the incident, safeguarding, disability, SEND, reasonable adjustments, alternatives and the impact on the pupil. The Headteacher will document the evidence and reasons. The maintained-school and academy statutory exclusion process does not govern this independent school's decisions; the School follows the applicable contract, this policy and its Complaints Procedure, together with statutory duties.

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 in-School sanctions and interventions could result in permanent exclusion of a pupil.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of School and, where applicable, online) 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 the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination;
- sexual harassment or misconduct, including non-consensual sharing of nudes or semi-nude images and/or videos;
- 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; and
- persistent disruptive behaviour or breaches of the School's Behaviour Management Policy or School Rules.

The School reserves the right to impose sanctions for conduct or behaviour which falls short of exclusion, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

Circumstances which may merit required removal

Required removal is not automatic for low attendance, academic progress, disability, SEND or a need for additional support. Before any decision the school will identify reasons, consult parents and the SENCO/DSL as appropriate, consider reasonable adjustments and available support, seek relevant professional advice, review contractual terms and consider equality, safeguarding and any EHC plan obligations. A child must not be required to leave merely because adjustments have not been explored or because of disability-related needs.

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of School including, where applicable, online) includes the following:

• Pupil conduct under Clause 7.2.3: conduct or behaviour, including outside School, which is unsatisfactory and/or required removal being in the School's best interests and/or those of the pupil or other children. This is distinct from suspension or exclusion under Clause 7.1 and is subject to the safeguards and decision procedure in this policy.

• Attendance or progress under Clause 7.2.2: attendance and/or progress which is unsatisfactory and/or, in the reasonable opinion of the Headteacher, removal being in the School's best interests and/or those of the pupil or other children. Before considering this ground, the School will investigate reasons, discuss concerns with parents, consider safeguarding, disability and SEND, make reasonable adjustments and review appropriate support. Absence and slow progress are not automatically disciplinary offences.

• Ability to meet needs under Clause 7.2.4: circumstances where the School is unable to meet a pupil's needs, including where it cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required. Before deciding, the School will consult parents and the SENCO, assess reasonable adjustments and available support, consider relevant professional evidence and any EHC plan, and explain why needs cannot reasonably be met. Disability or SEND alone is not a sufficient basis for removal.

The School reserves the right to impose sanctions for conduct or behaviour which falls short of required removal, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

Unreasonable parental conduct which may merit required removal

Before considering required removal based on parental conduct, the school will record the specific behaviour and its impact, consider whether a disability, protected characteristic or

reasonable adjustment is relevant, give the parent an opportunity to respond, consider warnings or communication arrangements where appropriate, and assess the effect on the child. Decisions must be proportionate, consistent with the parent contract and supported by written reasons.

As set out in section 6 of the Parent Code of Conduct and Clause 7.2.1 of the applicable Terms and Conditions, the Headteacher may require the removal of a pupil because of parental conduct. This is a decision about the parental relationship with the School, rather than a disciplinary finding against the child, and is subject to the safeguards and procedure in this policy. The contractual grounds include:

• unreasonable parental behaviour; a serious or persistent breach of the Parent Code of Conduct; or a breakdown of trust and confidence;

• conduct which adversely affects, or is likely to adversely affect, the child's or other children's progress, the wellbeing of School staff, or the School's reputation; and

• conduct which is not in accordance with parental obligations under the applicable Terms and Conditions.

In line with section 6 of the Parent Code of Conduct, particularly serious examples include the following. The list is not exhaustive; no example results in automatic required removal:

• repeated or persistent breaches of the Parent Code of Conduct or Terms and Conditions;

• treating the School, staff or another member of the School community unreasonably, including physical aggression, violence, intimidation or threats; offensive, abusive, inappropriate or disrespectful language; or discriminatory, bullying or harassing conduct, including sexual harassment;

• making a malicious allegation about a member of staff or the School;

• posting derogatory, defamatory or offensive comments about the School or any member of the School community online;

• communicating with the School in person or in writing, directly or indirectly, in a manner assessed as vexatious, voluminous, relentless, confrontational, unreasonable or overly aggressive; and

• behaviour which is likely to, or does, adversely affect the safety or welfare of any member of the School community.

The School will respond proportionately, prioritising the interests of pupils, as required by the Parent Code of Conduct. Depending on the circumstances, responses may include a written reminder of obligations and expected conduct; requiring specific action such as attending a meeting or providing information; inviting a meeting with a senior member of staff or the Headteacher; a warning, including a final written warning; a communication plan; restrictions on access to the School site or certain events; or, where justified, required removal under this policy and the applicable Terms and Conditions. These are available responses rather than a mandatory sequence. The Headteacher will consider appropriate alternatives before required removal and

record why the chosen response is proportionate. Any access or communication restriction will be explained in writing, with its scope and review arrangements, and will preserve practical arrangements for the child's attendance, collection and essential welfare information.

A parent raising a genuine concern or complaint, reporting a safeguarding concern, or respectfully disagreeing with a professional decision does not itself constitute unacceptable conduct. An allegation is not malicious merely because it is unsubstantiated. The School will assess the evidence, context and impact of communications, including any relevant disability or communication needs, rather than treating their volume alone as grounds for removal. Complaints will be handled through the Complaints Procedure; safeguarding concerns will be handled through the Safeguarding and Child Protection Policy.

Serial or persistent issues Persistent absence or lateness must trigger assessment and support under the Attendance and Safeguarding Policies, not automatic exclusion or required removal. The school will consider illness, disability, SEND, family circumstances and safeguarding before any contractual action.

A series of incidents may be considered cumulatively, but the school will examine patterns, underlying causes, previous support and reasonable adjustments before deciding on serious sanctions. Absence itself is not treated as misconduct.

Procedure

A pupil will not be informally excluded by being sent home or told not to attend without a clearly identified, documented lawful basis. Where immediate safety action is needed during an investigation, the Headteacher and DSL will decide and record the basis, duration, supervision, educational provision, parental communication and review arrangements. Any on-site separation must be safe, supervised, proportionate, time-limited and consistent with the Restrictive Interventions Policy; seclusion must not be used as a routine sanction.

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

The Head for their part undertakes to make decisions in respect of exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Head or their nominee). Any findings of fact will be made on the basis of the balance of probabilities. The nature and level of investigation carried out by the School will depend on the circumstances of the case. Parents will be provided (to the extent appropriate) with the information / evidence collated which is relevant to the allegation, concern or circumstance (which could result in the pupil's exclusion or removal) and on which the School proposes to consider when reaching its decision.

Where an investigation creates an immediate safety concern, the Headteacher will consider appropriate, documented safeguarding and risk-management arrangements. The pupil must not be placed off-site or isolated merely under the label of a "neutral act" without proper authority, review and safeguards.

Decision to exclude / require removal

Before a final decision, the Headteacher will record: the allegations and evidence; pupil and parent representations; the pupil's age and views; relevant safeguarding and SEND information; Equality Act reasonable adjustments; alternative measures considered; reasons for proportionality; and the effect on the child. The written decision will state the effective date, reasons, any contractual implications and the route and deadline for review/appeal. Appropriate statutory notifications and register amendments will be completed where required.

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 or ability to meet need) the parents.

In circumstances where the School believes removal may be warranted because the School is unable to meet the pupil's needs, reasonably accommodate adjustments or reasonably provide the level or nature of support required, the School will collate relevant information and evidence (including where available and appropriate any external or expert evidence or assessments), share and discuss these with the parents and provide the parent with a reasonable opportunity to share their views.

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

Following the conclusion of the meeting the Head will reach their decision having taken all the relevant circumstances into account. The Head will communicate their decision in writing within five working days from the meeting.

Appeals against exclusion / required removal

In accordance with Clause 7.5 of the applicable Terms and Conditions, decisions to exclude or require removal, including required removal arising from parental conduct, may be reviewed under Stage 3 of the School's Complaints Procedure. The panel will meet the applicable Independent School Standards requirements, including independence and avoidance of conflicts of interest. The School will explain how evidence can be submitted, how the pupil's views can be heard appropriately and when a reasoned written outcome will be provided.

Parents may request a review of exclusion or required removal under Clause 7.5 and Stage 3 of the existing Complaints Procedure, by writing to the Headteacher within five working days of

receiving the written decision. The decision letter will explain the route and provide the procedure. The pupil will remain excluded or removed pending the review, in line with the existing arrangements; the School will communicate relevant welfare and transition arrangements. The panel's outcome is final within the School's internal process and does not restrict statutory rights or external legal remedies. Parental withdrawal does not by itself waive the contractual right to review an exclusion or required-removal decision already made.

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

Recording and monitoring

Serious behaviour sanctions, suspensions, exclusions and required removals will be documented in CPOMS and the current school management information system (Compass), with restricted access as appropriate.

Records will include the rationale, safeguarding/SEND considerations, reasonable adjustments, parent communications, review and appeal outcome, and any required local authority notifications. The Headteacher will review patterns, including disproportionate impact on pupils with SEND or protected characteristics, and report appropriately to the proprietor/governors.
Where the School imposes exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil's file. Details of the exclusion, required removal or suspension will be recorded on the pupil's file on CPOMS- category 'Serious Behaviour'

Where the decision is unrelated to pupil conduct, the reason and supporting assessment will be recorded securely in Compass and, where appropriate, CPOMS, in accordance with data protection and safeguarding requirements.

Contractual consequences and implementation

Financial consequences and termination are governed by Clauses 7.3 and 7.4 of the applicable Terms and Conditions, subject to applicable law. This policy introduces no different fee, refund, deposit or notice provisions. The decision letter will identify the applicable contractual clauses and effective date.

Lucy Maudsley
Headteacher

September 2026