

Policy and Procedure on Exclusion

Cambian Spring Hill School

Policy Author / Reviewer	Tom Burford/Samantha Price
Approval Date	July 2024
Previous Review	July 2025
Reviewed	November 2025
Version No	5
Policy Level	Day Schools/colleges
Staff Groups Affected	ALL STAFF

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1. Monitoring and Review

- 1.1. The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above,

or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

- 1.2. The local content of this document will be subject to continuous monitoring, refinement and audit by the Principal.

Signed:



Jeremy Wiles
Group Executive Director- Children's Services
Date: November 2025



Samantha Price
Principal
November 2025

2. Terminology

- 2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'School'	this is a generic term which means the school. Cambian Spring Hill School is a school for children and young people between the ages of 8 - 19
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Cambian Spring Hill School we have boys and girls attending and/or residing between the ages of children and young people between the ages of 8 – 19.
Service Head / Principal	This is the senior person with overall responsibility for the School. At Cambian Spring Hill School this is the Principal who is Samantha Price.
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Cambian Spring Hill School this is OfSTED
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Legal Status:

- 3.1. Regulatory Requirements, Part 3, Paragraph 9 and Exclusion Element of Part 6 (32)(3) of the Education (Independent School Standards) (England) Regulations 2014

Applies to:

- 3.2. the whole School, out of school care and all other activities provided Spring Hill School, inclusive of those outside of the normal hours;
- 3.3. all staff (teaching and support staff), students on placement, the proprietor and volunteers working in the School.

Availability

- 3.4. This policy is made available to parent/guardian/carer, staff and students in the following ways: via the school website, and on request a copy may be obtained from the main Office, in Pines.

4. Policy

- 4.1. Ultimate sanctions are fixed term and permanent exclusions. Neither sanction is used lightly. Only the Principal has the authority to exclude a student. If the Principal excludes a student, the parent/guardian/carer are informed immediately, giving reasons for the exclusion. At the same time, the Principal makes it clear to the parents that they can, if they wish, appeal against the decision to the Proprietors. Parents are given information on how to make any such appeal.

Serious Behaviours and Exclusions

- 4.2. Serious behaviours are those that may have a significant impact on the individual or others at the school. Examples include:
- extreme or persistent bullying, racism or harassment;
 - extreme or persistent violence, actual or threatened, against a student or member of staff;
 - sexual abuse, assault or activity;
 - illegal drugs (possession and/or use) or alcohol (consumption or possession)
 - significant vandalism;
 - carrying an offensive weapon.

Fixed Penalty Exclusion and Permanent Exclusions

- 4.3. We will apply our Positive Behaviour Policy in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely. Each child has their own My Support Plan (MSP) which identifies personalised approaches to support children and young people to make good choices and how staff can support when dysregulation is evident. Staff are required to follow each bespoke plan to ensure best interest decisions. Ultimate sanctions are:
- Suspension = Fixed Term Exclusion
 - Permanent Exclusion
- 4.4. The power to suspend or permanently exclude student can only be exercised by the Principal. If the Principal excludes a student, the parent/guardian/carer and referring authority stakeholders are informed immediately, giving reasons for the exclusion. At the same time, the Principal makes it clear to the parent/guardian/carer and stakeholders that they can, if they wish, appeal against the decision to the Cambian Board. The school informs the

parent/guardian/carers and stakeholders of how to make any such appeal. It is the responsibility of the Proprietor to monitor the rate of exclusions, and to ensure that the school policy is administered fairly and consistently.

5. Procedure

- Parent/guardian/carers and Local Authority must be informed immediately by phone with a follow up letter.
- A copy of a sheet entitled 'Advice for Parents/Carers' will be attached to the letter.
- Parent/guardian/carers and LA representatives must be notified of their right to appeal.
- Ensure that arrangements are in place for work to be sent home.
- Arrangements will be made for a return to school interview that includes the parents/carers.
- A re-integration support plan will be put in place
- Risk assessments and MSP's will be updated accordingly

- 5.1. All cases of exclusion will be treated in the strictest confidence on a need to know basis and are not to be discussed outside the school

Responsibilities of the School

- 5.2. If the School commences an investigation which may lead to a fixed term temporary exclusion or to permanent exclusion the Principal must inform the parent/guardian/carers without delay. Before resorting to exclusion, the School will normally try alternative solutions (for example, a restorative justice process - whereby any harm caused to the 'victim' can be redressed. This will ideally be done by telephone and the telephone call will be followed by a letter within one school day. The letter will include information about:
- the nature of the incident and the results of any investigation to date;
 - that the sanction of a fixed term temporary exclusion or permanent exclusion may be imposed;
 - the parent/guardian/carers' right to state their case to the Principal and if that is not satisfactory then to the Governing Body and whom they should contact to do this, including the latest date that the parent/guardian/carers may give a written statement to the discipline committee;
 - the parent/guardian/carers right to see their child's records; the Principal must comply with such a request within 15 school days, although in exclusion cases compliance should be prompt.
- 5.3. Where reasonable adjustments to policies and practices have been made to accommodate a student'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 significant incident affecting order and discipline in the School may be such a reason. The decision to exclude for a fixed term will be notified to the parent in writing with reasons. If the School determines that a child should be excluded for a fixed period, the Principal will provide the parent, and Local Authority, in writing with information as to:
- the period of the Fixed Term Exclusion;
 - the arrangements, such as setting work, to allow the child to continue their education during the Fixed Term Exclusion.
- 5.4. If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed period Temporary Exclusion or to convert it into a Permanent Exclusion, the Principal will write again to the parent/guardian/carers and Local Authority with the reasons for this decision. The decision to permanently exclude a student will only be taken as a last resort when a wide range of strategies for dealing with serious concerns has been employed to no avail or is an exceptional 'one-off' significant incident has taken place. All correspondence will be easily intelligible and in plain English.

Appeals

- 5.5. If parent/guardian/carers wish to appeal the exclusion then they must do so in writing to the Proprietors within one week of the letter notifying the parents or guardians of the exclusion. The Proprietors will establish an Appeal Panel to consider the appeal.
- 5.6. The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents or guardian may bring a representative to the meeting. All letters and documents relied on by the Principal, shall be made available to the parents or guardian prior to the hearing. The parents or guardian or their representative may ask questions of the Principal or may raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or guardian or their representative, or in the absence of the Principal, who is the Proprietor. At the conclusion of the hearing, the Panel shall retire to consider what recommendation it may make. The Panel may recommend:
 - The exclusion is confirmed
 - The exclusion is rescinded
 - The exclusion be rescinded and replaced with an alternative sanction.
- 5.7. However, the final will always rest with the School Proprietors, who may or may not accept the recommendations of the panel.
- 5.8. The recommendation shall be communicated to the parent/guardian/carers and the Principal. Every child has a right to confidentiality – it will be kept in the strictest confidence and only disclosed to those who need to know. We appreciate that such sensitive matters must be dealt with in confidence. If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed period temporary exclusion or to convert it into a permanent exclusion, the Principal will write again to the parent/guardian/carers with the reasons for this decision.
- 5.9. Cambian Spring Hill School:
 - requires all staff to use agreed and bespoke positive strategies for supporting students' to make good choices and appropriately manage their behaviour. Strategies are available in each students' MSP
 - acknowledges that such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable and supporting Individuals to gain control of their feelings so that they can learn a more appropriate response;
 - supports each student in developing self-esteem, confidence and feelings of competence;
 - avoids creating situations in which students receive adult attention only in return for unacceptable behaviour;
 - explains the effect of unacceptable behaviour, making it clear to the child that it is the behaviour that is unacceptable, and not them (the child/young person).
- 5.10. When Individuals behave in unacceptable ways, we support them to understand the consequences of cause and effect. Our aim is to support children and young people to adopt a range of strategies to help them to cope more appropriately. We provide opportunities for students to learn how to interpret and cope with feelings; we do this by actively listening to them and offering the necessary support to enable them to verbalise their own frustrations, hurts and disappointments. We do not shout or raise our voices in a threatening way to respond to children and young people's unacceptable behaviour. We do not use techniques intended to single out and humiliate individual Individuals. Corporal punishment, which is strictly forbidden at Spring Hill School is a criminal offence.

6. Relevant Documents:

- 6.1. Counter Bullying
- 6.2. Safeguarding - Child Protection Policy
- 6.3. Positive Behaviour Policy