



SEVENOAKS
PREPARATORY SCHOOL

EYFS SUSPENSIONS AND EXCLUSIONS POLICY

Policy reviewed and amended: 12.8.19

Next review date: 30.8.20

Governor Lead: Chris Sutton-Mattocks

Policy Holder: Helen Cook

Helen.cook@theprep.org.uk

Louisa Rowland

louisa.rowland@theprep.org.uk

01732 762336

Status and Review Cycle: Annual

Sevenoaks Preparatory School Early Years Department is committed to dealing with negative behaviour in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behaviour will be tackled collectively between staff, parents and children. Such procedures are outlined in the Behaviour Policy.

There are occasions when such strategies alone will not alter or prevent negative behaviour. In such cases, further action will be necessary, including reviewing a child's place at the school, on either a temporary or permanent basis.

Persistent unacceptable behaviour from a child will result in them receiving a formal warning from staff about their actions. Staff will explain to the child and their parents why their behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour and helped to develop strategies to avoiding repeat incidents.

Details of all warnings, suspensions and exclusions will be recorded and kept on the school's records. Each warning should be discussed with the child concerned and their parent/carer. All staff will be made aware of any warnings given to a child. As a last resort, the school has the right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour.

Only in the event of an extremely serious or dangerous incident will a child be suspended from the school with immediate effect. In such circumstances, the child's parent/carer will be contacted immediately and asked to collect their child.

After an immediate suspension has taken place, the Head of the Pre Prep School will arrange a meeting with the child concerned and their parents/carers to discuss the incident and decide if it will be possible for them to return.

Suspensions and exclusions should be seen as consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration should be given to the child's age and maturity. Any other relevant information about the child and their situation should also be considered.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk. Wherever possible, the school will give parents/carers time to make alternative arrangements for childcare during a period of suspension.

Staff should always keep parents/carers informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

Staff will consult the Head of the Pre Prep School as early as possible if they believe that a child's behaviour is in danger of warranting suspension or exclusion.

When a suspension is over and before a child is allowed to return, there will be a discussion between staff and the child and their parent/carer explaining the conditions of their return.

Right to Appeal

If the parent/carer or staff member feels that the disciplinary action taken against them is wrong, they may appeal in writing within ten working days. The appeal will be dealt with impartially and, if possible a senior member of staff who was not involved in the original disciplinary action will hear the appeal and impartially adjudicate the case. The parent/carer will then be invited to a second meeting to discuss the appeal. The parent/carer has the right to be accompanied at appeal hearings. The final decision will be confirmed in writing to the parent/carer concerned and despatched within ten working days of the appeal meeting.

Other Policy Links

- [Behaviour Policy](#)
- [Anti-Bullying Policy](#)