



SEVENOAKS
PREPARATORY SCHOOL

DISCIPLINE, EXCLUSIONS AND REQUIRED REMOVAL POLICY

Status and Review Cycle	Statutory / Annual
Policy reviewed and amended	November 2025
Next review date	November 2026
Governor Lead	Mrs Jan Berry
Policy Holder	Mr Luke Harrison luke.harrison@theprep.org.uk 01732 762336



Introduction

This policy should be read in conjunction with the School's Behaviour Management Policy, Anti-Bullying Policy, School Rules, Online Safety Policy and Complaints Procedure.

This policy is available on the School's website and also on request from the School office.

At Sevenoaks Prep 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:

- verbal praise and written praise for good work;
- academic merits for both effort and achievement, which are celebrated both in the classroom and during assemblies;
- annual subject and year group prizes, including Way of Life prizes which link to our ethos
- posting examples of excellent work in art/design, sports, and drama and concert achievements on the School's website, so that the community can celebrate success;
- reports to parents; and
- celebration assemblies

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

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School 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 the Sevenoaks Prep Behaviour 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:

- a verbal reprimand from a member of School staff;
- reports to parents (which are always worded to be as constructive as possible);



- additional school work or repeating unsatisfactory work until it meets the required standard;
- the setting of written tasks as sanctions, for example, letters of apology or an essay relevant to the poor behaviour (e.g. the dangers of vaping);
- loss of privileges;
- detention including during break times, lunch times or after school;
- School-based service or imposition of a task – such as removing chewing gum or picking up litter under the supervision of a member of the senior leadership team; and
- regular reporting, including early morning reporting; scheduled uniform and other behaviour checks; or being identified for behaviour monitoring.

The relevant teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. They may impose any of the sanctions above such as the setting of additional work or the pupil may be required to re-do unsatisfactory work. At Key Stage 2 and 3, repetition of misbehaviour will be reported to the to the pupil's class teacher/form tutor and Assistant Head of the relevant key stage, and may lead to further sanctions.

Repetition of poor behaviour will be reported to Assistant Head of Key Stage and to the Deputy Head and may lead to a lunchtime detention of half an hour.

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Assistant Head of Key Stage and may lead to a pupil being set a domestic task for a designated time, usually an hour.

More serious misdemeanours are reported to the pupil's Assistant Head of Key Stage, and may lead to the withdrawal of privileges for a designated period, usually up to three days, such as withdrawal of favourite playtime activity, removal from a particular subject such as games if they pose a risk or restriction to areas they may play in during playtime.

Persistent lateness to lessons will be reported to the pupil's Assistant Head of Key Stage and may lead to a 45-minute supervised detention after school on a day of the week.

Repeated lateness (following warning and/ or punishment), or repeated indiscipline in class will be reported to the pupil's Assistant Head of Key Stage and may lead to a 90-minute supervised detention after school on a day of the week.

Persistently poor academic performance may result in the relevant Assistant Head of Key Stage requiring a pupil to be placed on academic performance report where the pupil's



teachers will make written comments on the pupil's performance at the end of every lesson for a period of one or two weeks.

For pupils in Key Stage 3, deliberately missing a lesson or becoming seriously behind in work may result in the Assistant Head of Key Stage requiring a pupil to attend a 2-hour detention on a weekday evening.

The Head may choose to send a pupil home at any point within the school day, if they believe that it is in the best interest of the pupil to go home and have a 'cooling off' period. This will not be seen as a suspension, but a de-escalation technique to support the pupil and to maintain the safety of the school community.

Typically, suspensions do not last more than a week, but there may be circumstances where the school wished to increase the maximum period of any suspension.

The Head may suspend a pupil, for a fixed period of between 48 hours and one week, for very serious indiscipline; or less serious offences, where repeated punishment has proved ineffective.

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 a pupil/s' poor 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

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) 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 Policy] or School Rules.

Circumstances which may merit required removal



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

- Conduct or behaviour (including conduct or behaviour outside of School) which is unsatisfactory and/or in the reasonable opinion of the Head, the removal is in the School's best interests, and/or those of the pupil in question and/or other children;
- Where attendance is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Where progress is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Circumstances where the School is unable to meet the pupil's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required.

As set out in the School's Parent Contract, the School may also require the removal of a pupil in circumstances where the Head considers in their discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's and/or other children's progress at the School, and/or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute (among the School community or the general public); 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;
- 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 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 School / School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).



Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of more minor misdemeanours (whether that be pupil or parental related) and/or repeated short-term absence in the case of the pupil (as well as long term absence).

Procedure

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.

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 School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime if they remain on School premises.

Decision to exclude / require removal

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.

If the Head considers that further investigation 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. The Head will communicate their decision in writing within five working days*.

Appeals against exclusion / required removal

The School will always offer the right of appeal to any pupil excluded or required to be removed from the School. Any appeal against exclusion will be dealt with [under Stage 3 of the School's Complaints Procedure, and should be made in writing to the Head within five working days of the pupil's exclusion / required removal. The outcome of the appeal process is final and there shall be no further right to appeal.

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

*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



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 School's Sanctions Record, which will be contained within the school's online record system within CPOMS. All behaviours are logged within CPOMS and are routinely monitored by the school's senior leadership team. |

Commented [JB1]: With the exception of exclusion There is no mention of recording good or bad behaviour, I assume this is in Pupil Sanction record, otherwise how is it recorded from year to year?

Related policies that should be read in conjunction with this policy:

- Behaviour Management Policy;
- Anti-Bullying Policy;
- Complaints Procedure;
- Schools Rules ; and
- The School's Terms and Conditions (Parent Contract)