

Exclusions Policy – Whole School

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

Austin Friars is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The School expects all its members to behave well and in the spirit of its Augustinian ethos. As disciplinary processes are characterised by a sense of proper enquiry, justice and generosity, temporary or permanent exclusions exist as final resorts to protect the community and individuals from behaviour which is destructive of persons and their well-being.

Exclusion of a pupil on financial grounds, such as non-payment of fees, is covered by the terms set out in the contract entered into on taking up a place at the School.

Aims

The School aims to maintain good discipline through a range of structures in which individuals and groups are educated to exercise responsibility for themselves and for others in appropriate ways. The sanctions of temporary or permanent exclusion are the penultimate and final resorts in the exercise of responsibility by the Headmaster and Trustees to protect the community.

Principles

Pupils are subject to sanctions if they fail to live up to the standards set at Austin Friars or if they are in breach of the School rules. The nature of the sanctions will depend on the circumstances in each case.

In cases of serious or repeated misbehaviour, in the judgment of the Headmaster, a pupil may be excluded temporarily (suspended) or permanently excluded from the School. Parents will be given the right to withdraw their children from the School where permanent exclusion is being considered.

The 'School Rules' set out the procedures by which a pupil can seek redress if they feel that they have been treated unfairly. Parents and teachers accept that most infringements of School rules are minor and that a simple sanction provides an effective means by which a pupil is likely to learn from his/her mistake.

Procedures

Consideration must be given, where appropriate, to the history of events which lead to exclusion (temporary or permanent) being contemplated as a course of action.

Temporary Exclusion – Suspension

The nature and length of a suspension will very much depend on the circumstances of the situation, including previous behaviour of the pupil in question. A suspension may only be carried out by the Headmaster; the Deputy Head/Head of Junior School stands in for the Headmaster in his absence.

Parents will be informed of the suspension and the reasons. A parent may appeal in writing against the suspension, within five working days, to the Chair of Trustees whose decision will be final.

A pupil will be required to meet with the Headmaster on return to School following a period of suspension.

Permanent Exclusion

Permanent exclusions may only be carried out by the Headmaster in consultation with the Chair of Trustees. Parents will be informed in writing of the exclusion and the reasons.

Withdrawal of Place

Keeping everybody in our community safe is absolutely central to our modus operandi. The Trustees recognise that, as a small independent school, Austin Friars may not, in certain circumstances, have the resources and specialist personnel that other, larger schools in the maintained sector are able to access, to effectively support children with complex needs. In the interests of safeguarding; if, in the unlikely event that the Headmaster is not fully confident in the School's ability to keep a child safe, (or other pupils and/or staff safe), due to the complex behavioural needs of that individual then the Headmaster reserves the right to withdraw his/her place without notice.

Appeal Process

Appeal to a panel of Trustees (Stage 3 in the 'Complaints Procedure for Parents')

[33a Complaints Procedure for Parents 2025-26](#)

In practice it is highly unlikely that the Headmaster will not have discussed the need for an exclusion with the Chair of Trustees. As such, the role of chairing the Appeal Panel will normally fall to the Vice Chair of Trustees.

In addition to the policies detailed in the complaints policy panel members will also be sent current copies of the following School policies.

1. This Exclusions Policy
2. Behaviour and Discipline Policy [Behaviour and Discipline Policy.pdf](#)

Opportunities will be afforded for all parties to question any evidence that is presented to the panel.

The panel will subject the Headmaster's decision to three tests.

1. Can it be demonstrated that the decision to exclude was taken as a last resort after all reasonable steps had been exhausted?
 2. Is it in response to a serious breach or persistent breaches of the School's Behaviour Policy?
 3. Has the pupil's behaviour become too much for the School to manage within available resources without it impacting on the education or welfare of pupils or others within the School community?
- The School should make parents aware of the existence of the Alternative Dispute Resolution Guide (July 2015)

Records and Confidentiality



A central register of all exclusions is held by the Deputy Head.

Headmaster
September 2025