

# EXCLUSION POLICY

## Amendment History

Revision	Author	Description of change	Date updated
1	Karen Walls	Amendment history added	January 2006
KASC policy	Carol Hooper	Adapted from adopted Kineton Playgroup policy	August 2006
2	CH/SM	Reviewed, no change required	April 2007
3	CH	Merge KASC and Playgroup policies; update footer	
4	CH/ SM/ Alison Foulds	Add ref to exclusion from Playgroup and KASC if excluded from KPS	June 2009
5	CH/AF	No change needed	May 2010
6	CH/AF	No changes	May 2011
7	CH/HS	Minor amendments	October 2012
8	CH/KG	Update appeal procedure	September 2014
9	CH/SF	Updated appeal procedure	February 2019
10	CH/SF	Reviewed. No changes.	January 2020

## **EXCLUSION POLICY**

*This policy should be read in conjunction with the Behaviour Management, Physical Intervention and Anti-Bullying Policy.*

We consider good behaviour to be of paramount importance. Any behaviour that disrupts other children or interferes with the activities and well being of other children and staff is not acceptable. We believe in the development of self-discipline, respect and consideration for others at all times. When children's behaviour does not meet expectations, parents will be invited to discuss this.

If, after discussion with parents, a child's behaviour does not improve, an action plan will be drawn up between parents and staff and reviewed on a regular basis. This would normally begin by considering whether the child has Special Educational Needs, reducing or changing sessions, and with parent's cooperation seeking external assistance; e.g. from Health Visitor, Kineton Primary School staff, Integrated Disability Service (IDS) and the School Health Service. Playgroup or KASC will also consider providing 1: 1 support, including seeking appropriate funding.

A child excluded from Kineton Primary School is thereby excluded from the Primary School site and therefore must be excluded from Helen's Place for the same period.

The board of Kineton Playgroup Limited will be informed that a child's behaviour is causing concern only at the point where an action plan is being drawn up. The child's identity will not be made available to any of the board until exclusion is being considered, and then only on a need to know basis.

Therefore, as a matter of last resort the Manager reserves the right to reduce a child's sessions for a period of time and, ultimately, to exclude a child from the setting.

A parent may appeal this decision in writing within 5 working days. An appeal hearing will be arranged with two members of the Playgroup Board within 15 working days of being informed of the appeal. Parents and the Manager will be invited to submit written statements prior to the meeting for the Board to consider. Parents may bring a friend along to the meeting.