



Suspensions and Exclusion Policy

**Policy statement**

In the event that invoices remain unpaid, attendance is poor or behavioural issues have not been resolved, Rainbow Pre-school Southampton Limited may take steps towards temporary suspension, or permanent exclusion of a child.

**Procedures**

In the event that invoices remain unpaid after 1 full term, the Manager/ Company Director will offer a payment plan which could help the family remain up to date with all fees.

If, after this help has been offered, fees remain unpaid, Rainbow Pre-school Southampton Limited reserve the right to suspend the child until payment is made in full, or exclude the child from the setting.

In the event that a child fails to attend the setting for their chosen sessions for a period of 5 consecutive sessions, for unexplained reasons, in each half term, the Manager will aim to resolve any issues with the family which may be preventing attendance. If the child continues to not attend sessions, their place may be offered to another family; resulting in that child losing their place.

In the event that a child struggles with acceptable behaviour within the setting, the following steps will take place:

- Staff will record each incident that takes place involving the child
- Staff will inform parents about behavioural concerns
- If needed, staff will contact outside agencies who may be of help
- An action plan will be put into place, where staff and parents are in agreement
- In the event that the above steps fail to end with a positive result, and the behaviour becomes a safeguarding issue, then parents will be told that suspension or exclusion may be an option

This Policy was adapted at a meeting at Rainbow Pre-school in October 2019

Signed on behalf of Rainbow Pre-school

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Policy review date: September 2020