



# Exclusions Policy\*

## Introduction

This is a governing body policy. The governors have made and published a Pupil Behaviour and Discipline policy. In this policy the governors have determined that the exclusion of a pupil or pupils in appropriate circumstances is a sanction that can be used in the school.

## Procedures

### The Decision to Exclude

1. A pupil should only be excluded if he/she has committed a serious breach of the School Rules.
2. Only the Head (or those staff authorised by the Board of Governors to deputise for the Head, see the School's Terms and Conditions, para 8) has the authority to exclude a pupil.
3. Before deciding to exclude a pupil the Head will:
  - ensure that an appropriate investigation has been conducted;
  - ensure that all the relevant evidence has been considered;
  - give the pupil an opportunity to be heard
  - consult the Chairman of Governors, or in his/her absence the Vice Chairman or the Chairman of the Education Committee

A decision by the Head to exclude a pupil will be made on the balance of probability.

Exclusions can either be for a fixed term or permanent.

### Fixed Term Exclusion (Suspension)

The Head is permitted to exclude a pupil for a fixed period of time as a punishment for an offence, or until a meeting can be held with the pupil's parent or guardian to discuss an alleged offence.

The school will provide academic work for an excluded pupil (whilst he/she remains on roll) and, particularly in the case of an exclusion of more than 11 days, the Head in consultation with the relevant members of staff will consider the following:

- how the pupil's education will continue;
- how his/her problems might be addressed in the interim;
- reintegration post-exclusion.

### Procedure for Excluding a Pupil

#### 1. Informing Parents About the Exclusion

The Head should inform parents without delay (by telephone, with a follow-up letter within one school day) and should give the following information:

- in cases of fixed term exclusions, the length of the exclusion;
- in cases of permanent exclusion, that it is a permanent exclusion;
- the reasons for the exclusion;
- in the case of a temporary exclusion lasting eleven days or more, or a permanent exclusion, their right to make representations to the Review Panel, and a copy of the school's Review Procedure;
- the date and time when the pupil should return to school (for a fixed term exclusion);



- arrangements for the setting and marking of work (it is the parent's responsibility to ensure that work sent home is completed and returned to school).

## 2. Informing the Governors

The Head will inform the Chairman of Governors (or in his/her absence the Vice Chairman or the Chairman of the Education Committee) within one school day of:

- permanent exclusions;
- exclusions totalling more than 5 school days per term;
- exclusions which necessitate a pupil's missing a public examination.
- The Head will report to the Education Committee of the Governors each term on exclusions giving in each case:
  - the name of the pupil;
  - the duration of the exclusion;
  - the reason(s) for the exclusion;
  - the pupil's age, gender and ethnicity;
  - whether the pupil is statemented or suffers from any known disability.

## 3. The Review Panel

The Review Panel will meet to hear an appeal by a pupil's parent or guardian against a decision of the Head temporarily to exclude a pupil for eleven days or more, or permanently to exclude a pupil by means of expulsion or requiring the pupil to be removed from the school. The composition of the Panel and its procedure are set out in the school's Review Procedure, a copy of which can be obtained from the Clerk to the Governors.

## Further information

This policy should be read in conjunction with

- School Behaviour Policy
- School Rules and Regulations
- School Review Procedure