

Exclusion of Pupils Policy

The decision to exclude a child for a fixed period or permanently is a last resort and will normally only be taken after the full range of alternative strategies have been tried and have failed or would be likely to fail, and only:

When there has been a serious breach of discipline; and

If allowing the pupil to remain in school would seriously harm the education, safety or welfare of that pupil or others in the school.

In some circumstances where it is felt an exclusion would be highly detrimental to the emotional well being of a pupil and where the school feels it could safely accommodate the pupil, internal exclusion is used.

This involves having one-to-one supervision away from the main school population during the school day with work provided by the appropriate subject teacher. During the evening one-to-one support is given by a member of the care staff team and activities provided away from the residential population. Opportunities to discuss their behaviour and ways of avoiding repetition are provided during this time.

Education Officers, Carers and Social Workers would be informed.

FIXED PERIOD EXCLUSIONS

A pupil may be excluded for one or more fixed period (each a maximum of 15 school days) not exceeding 45 school days in any one school year.

PERMANENT EXCLUSION

The decision to exclude a child permanently is a final and serious phase in the process of dealing with disciplinary offences and would normally only be used when a range of other strategies have failed.

RESPONSIBILITIES OF THE HEAD TEACHER

When excluding a pupil, whether for a fixed period or permanently, the Head Teacher has a duty to inform the parents/carers without delay. This will normally only be done by telephone and the telephone call will be followed by a letter posted First Class within one school day. The letter will include information about:

The reasons for the exclusion and the steps taken to try to avoid it

The length of exclusion

The arrangements for holding an Exclusion Meeting to review the situation

The arrangements for the continuing education of the pupil, including setting and marking of work

EXCLUSION MEETING

The exclusion meeting will normally taken place within the Local Education Authority area of the excluded pupil and be chaired by an Officer of the LEA or the Head Teacher by agreement. All relevant parties will be invited to the meeting. The meeting will allow the parent/carers to state their case and in the case of a permanent exclusion give them an opportunity to make an appeal against the decision.

If the Head Teacher extends the fixed period or converts it into a permanent exclusion following the Exclusion Meeting, they will write again to the parents/carers with this information. The Head Teacher also has a duty to inform the Senior Management Team of all exclusions.

REMOVAL FROM THE ADMISSIONS REGISTER

The name of a pupil who has been permanently excluded from the school will not be removed from the Register until after the Exclusion Meeting has taken place.