



School Exclusion Policy

In cases where:

- a. sanctions applied in line with the school's behaviour policy / code of conduct have not resulted in a student amending his or her behaviour to meet basic expectations,
- b. a student has persistently failed to comply with reasonable academic expectations,
- c. there has been a serious breach of school rules and policies,

the school may take two further steps:

- Temporary Exclusion
- Permanent Exclusion

These are serious measures and will only be invoked when necessary.

Temporary Exclusion

Temporary Exclusion may be imposed by the Principal/Headteacher or Vice-Principal/Deputy Head, on the recommendation of the relevant senior management. Offences for which a student may be temporarily excluded are detailed in the school's Behaviour Policy.

Before recommending that a student be temporarily excluded, the senior management will have conducted an investigation into the matter, considered all relevant evidence, heard from the student and consulted any other relevant parties.

Re-introduction into school will only follow an interview with the student and his or her parents, at which all parties will discuss strategies for helping the student make amends for the problem and move forward. Temporary Exclusion should in all cases be considered a clear warning about the student's continued membership of the school community.

Parents will be advised by telephone on the day of a Temporary Exclusion, and by a letter explaining the length of the Temporary Exclusion and the reasons why it was imposed.

Permanent Exclusion

Permanent Exclusion is only ever imposed in the most serious of cases, when a student's remaining as a member of the school community has become untenable. Only the Principal/Headteacher may permanently exclude a student, and Permanent Exclusion will only be imposed:

- a. after an act that has seriously jeopardised the safety and security of staff, students, or property
- or**
- b. after all other measures, including at least one suspension, have failed to fix persistent and cumulative problems.

In all cases of Permanent Exclusion, the Principal/Headteacher will ensure that the same procedures as for Temporary Exclusion have been followed. There must have been a thorough investigation and recorded evidence.

Permanent Exclusion will always be imposed first as Temporary Exclusion, with a clear explanation to the student and parents, both by telephone and letter, that in this instance Permanent Exclusion may follow. The Permanent Exclusion will be confirmed at a meeting of the Principal/Headteacher, other relevant senior management, parents and student, where the procedure for appeal will be explained.

Appeals Procedure

No decision to permanently exclude a student will have been taken by the Principal/Headteacher without a full and serious consideration of the matter. However, parents have the right to appeal and request a review.

Any appeal should be made, by letter, within three working days, to the school Directors. Parents will then be advised of the time and date of a hearing at which they may put forward to the Directors, relevant reasons for which they believe a review of the Principal's/Headteacher's decision is justified. Members of the school management may be present at the hearing at Directors' request. At least two Directors will be present.

If the Directors agree that a review of the decision is justified, they will notify the parents subsequent to the hearing and conduct the review as quickly as possible. The review will not seek to re-examine all the circumstances of the case but will instead concentrate on whether or not the decision was fair and reasonable.

Upon conclusion of the review, the Directors will convey their decision to the parents and school management. The Directors' decision will be final and binding upon all parties.

Review Date: June 2106
Review annually