



EXCLUSION POLICY

Related Policies:

- Bullying Policy
- Drugs and Alcohol Abuse by Pupils Policy
- School Rules
- Behaviour Policy and Disciplinary Procedures

Date: 13th June 2011

Date for Review: November 2013

Exclusion Policy

Wherever possible, the School seeks to be inclusive (see Inclusion Policy) and to work with parents and pupils to resolve difficulties within an acceptable time.

However, in some cases exclusion becomes the only viable strategy:

1. where the School's bullying procedures do not eliminate the unacceptable behaviour (see Bullying Policy)
2. where the School's drugs procedures do not eliminate the unacceptable behaviour (see Drug and Alcohol Abuse Policy)
3. where, for pupils in Class 6 and above, the number of warning points given to a pupil indicates a deep-seated problem which the School cannot resolve (see Disciplinary Procedures)
4. where behavioural difficulties have not responded to the School's efforts (pastoral, SEN, etc.) and the pupil is unable to learn effectively or disrupts the learning of others or is a danger to pupils or staff.

In all cases, permanent exclusion is only decided by the College and any appeals are directed to the Board.

5. In addition to the above where, after consultation with the Administrator and the Finance Group, parents are unable or unwilling to meet their agreed financial commitments to the School, parents may be required to withdraw their child or children from the School.

TAKING THE DECISION TO EXCLUDE

The decision to exclude a pupil from school is an extremely serious one which the School does not take lightly. The College is the only body which can take the initial decision to exclude a pupil. In the event of an exclusion, representatives from the College must explain to the parents:

- Why the school has decided to exclude the pupil
- The steps taken to try to avoid exclusion
- The arrangements for setting and marking the pupil's work during their absence from school
- The parents' right to state their case before the College
- Their right to see their child's school record.

Reasons for Expulsion

A non-exhaustive list of the sorts of behaviour that could merit exclusion includes:

- physical assault against pupils or adults
- verbal abuse/threatening behaviour against pupils or adults
- bullying
- racist abuse
- sexual misconduct
- drug and/or alcohol misuse
- damage to property
- theft
- persistent disruptive behaviour
- parental behaviour

Conversely, the sorts of behaviour that should not normally justify exclusion (at least for a first offence) would include:

- lateness or truancy
- poor academic performance
- breaches of school dress code

EQUAL OPPORTUNITIES

Any decision taken to exclude a pupil will not be based on a child's

- race
- sex
- disability
- sexual orientation
- religious belief

TYPES OF EXCLUSION

1) FIXED TERM EXCLUSIONS (SUSPENSIONS)

If a pupil is excluded for a fixed period, the School will notify the parents straight away; giving the reason why and the date when their child will return to School. Parents will be made aware of their right to express their point of view in writing to the College. The School will provide on-going educational support such as work to be done from home.

2) PERMANENT EXCLUSIONS

If the School decides to permanently exclude a pupil, the School must inform the parents immediately, by telephone if possible, of the exclusion and the specific reason(s) for it. Parents must be given full details of any relevant previous warnings, fixed period exclusions or other disciplinary measures used by the School prior to the decision to exclude. Parents will be informed of their right to make their case in writing to the College. Parents will also be informed of their right to see their child's school records before the meeting, which can be arranged through the Administrator.

APPEALS

Parents have the right to appeal against the decision of the College by writing to the Board of Trustees, addressed to the Board Chair. A written reply or meeting will be written or scheduled within 14 days of the original appeal.

For full details of the disciplinary procedures leading up to a decision to exclude, please refer to the Behaviour Policy and Disciplinary Procedures policy.