

## **Exclusion Policy**

### **Rationale**

Exclusion is one of the severest sanctions the school can impose and is used when a pupil's behaviour does not warrant their inclusion, either temporarily or permanently in the normal operation of the school.

### **Purpose**

- To ensure that pupils who do not comply with the clear guidelines on behaviour are removed from the school premises and made aware of the severity of their actions.
- To ensure that other pupils' welfare and learning can take place in a safe and undisturbed manner.

### **Guidelines**

- Exclusion will not be used for isolated minor offences.
- The Heads of Primary and Secondary should ensure they investigate and recommend a course of action to the Headmaster, or Deputy Head in the absence of the Headmaster. The decision to exclude temporarily can only be made by the Headmaster (or Deputy Head in his absence). Permanent exclusion requires the approval of the Chief Executive or Chairman of the Board.
- When an incident has occurred which merits exclusion, the pupil and his/her parents are notified with minimal delay. This is usually by telephone.
- If attitude/ behaviour meriting exclusion occurs early in the day, the pupil is usually isolated for the rest of the day (or at least until their parents can collect them).
- There is no "tariff" of offences for which exclusion may be used. Each situation and student will be treated individually.
- Most exclusions are for one or two days and are designed as a warning. Longer exclusions are the exception.
- It should be noted that in any case under investigation that may lead to an exclusion (internal or external) the Head of Primary, or Secondary, as appropriate must contact the parent of the children under investigation to alert them to the fact that an investigation is taking place. This contact must take place on the day the investigation commences or as soon as possible thereafter.
- In any case leading to a permanent exclusion the Headmaster (or Deputy Head if the Headmaster is absent) will consult the Directora Técnica before the sanction is applied.

### **Internal Exclusion**

This should be authorised by the Head of Primary or Secondary after consultation with the Headmaster, Or the Deputy Head in the absence of the Headmaster. Work should be collected from subject teachers with communications to all subject staff as to when the pupil is to be re-admitted to mainstream lessons. A pupil internally excluded should be supervised by the Head of Primary or Secondary as appropriate, Pastoral Year Group Coordinator or Key Stage Coordinator as

appropriate. The parents of the pupil will be contacted by phone by either the Head of Primary or Secondary to be given details of why the exclusion has been enforced.

### **Fixed Period Exclusion**

Once authorised by the Headmaster, the Head of Primary or Secondary should inform the parents by phone of the exclusion and a detailed letter or email should be sent, signed by the Headmaster, which includes the reasons for suspension, the length of suspension, the right to appeal and the means by which a student will be re-admitted to the school.

Arrangements should be made for a re-admission interview conducted by an appropriate senior member of staff.

### **Permanent Exclusion**

In extreme cases, usually as a final resort and after a final warning, it may be necessary permanently to exclude a student. This will be the result of extensive discussions with the Headmaster. When notifying parents of a permanent exclusion from school, reference will be made to previous relevant warnings, fixed terms suspensions or other disciplinary measures which preceded the exclusion. The Headmaster will only permanently exclude a pupil after reference to the Chief Executive or the Chairman of the Board.

### **Appeal against Temporary Exclusion**

Parents wishing to appeal against the temporary exclusion of their son/daughter should arrange to meet with the Headmaster upon notification of the exclusion order. In extreme circumstances the right to appeal may be carried out retrospectively in cases where the temporary exclusion is with immediate effect. A successful appeal would result in the matter being expunged from the pupil's school record. Temporary exclusions are not carried out lightly and in all cases, parents will receive advanced written and telephone communication of the decision. Temporary exclusions can range from part of a day up to and including five school days. Generally, these are incremental starting with one day's exclusion. Having served a temporary exclusion, pupils are re-admitted to the school only after being interviewed by a senior member of staff; parents may be required to be present at this interview. The Headmaster's decision regarding all temporary exclusions is final.

### **Appeal against Permanent Exclusion**

Parents wishing to appeal against the permanent exclusion of their son/daughter should write to the Chief Executive Officer within 72 hours of the exclusion setting out the reasons for the appeal. This should be sent to the school, where it will be forwarded by the Headmaster.

The Chief Executive Officer will acknowledge receipt of the appeal normally within five working days of the receipt of the request. The Chief Executive Officer's decision regarding the appeal will be final. This may be made immediately, but if the Chief Executive Officer needs to gather further evidence or requires more time for deliberation, the decision may be delayed. The outcome of the appeal will be communicated to the parents, Headmaster and Chairman of the Board within ten working days of receipt of the appeal.

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