

TALBOT HEATH SCHOOL POLICY - EXCLUSION

If a pupil persists in disruptive behaviour (see below), bullying other pupils or infringing school rules, she may be excluded on a temporary basis from school. During this time the school will discuss the conditions for her return with parents.

A pupil may be excluded for

- Bullying
- Smoking: whether on the school campus, while involved in an activity organised by the school or while wearing school uniform outside the school campus
- Drinking alcohol: whether on the school campus, while involved in an activity organised by the school, or while wearing school uniform outside the school campus
- Being in possession of or taking illegal substances: whether on the school campus, or involved in an activity organised by the school, or while wearing school uniform outside the school campus (always permanent exclusion)
- Disruptive behaviour which is deemed to endanger the health and safety of the pupil herself and/or of other pupils whether on the school campus or travelling to and from school or while involved in an activity organised by the school
- Disruptive behaviour which prevents a teacher or teachers from delivering the curriculum effectively and thus affects other pupils' right to education.
- Refusal to comply with the legitimate instructions of the Headteacher.

The Governors may exclude a pupil from school if the fees remain unpaid despite three reminders being sent to parents. If a pupil has been excluded from school she may be allowed to return to sit external examinations for which she has already been entered.

Definitions

Fixed Term exclusion (suspension) is a temporary measure for a fixed period not exceeding ten school days. The maximum number of fixed term exclusions is two: a third exclusion is automatically permanent. There is no appeal against a fixed term exclusion, but the parent has a right to express his/her views to the Governing Body. The school will set and mark work during the exclusion, and will put in place a Pastoral Support Programme when the pupil returns. This aim of this programme will be to prevent a subsequent exclusion.

Permanent exclusion means that the pupil will not return to the school. Any such exclusion will be under the same terms as a fixed term exclusion for the first five school days, or in the event of an appeal until the result of the appeal becomes known. After this the school has no further responsibility for the pupil's education.

Broad Guidelines

1 Individual Staff Responsibility

It is the responsibility of each and every member of staff to

- uphold the decision of the Headmistress and/or Governors to suspend/ permanently exclude a pupil
- refrain from all public comment on any exclusion
- to ensure that the work of the school continues as normal

2 Form Teacher/Tutor Responsibility

- to uphold the decision of the Headmistress and/or Governors to suspend/permanently exclude a pupil
- to refrain from all public comment on any exclusion

- to ensure that the work of the school continues as normal
- to help ensure that the form does not suffer if one or more of its number is suspended

3 Head of Faculty Responsibility

- To ensure faculty policy reflects school policy

4 Pupil Responsibility

- To refrain from any activity which would incur exclusion
- To cooperate with the school while any investigation is taking place

5 Parent Responsibility

- To support the school's policy as per the home school agreement
- To co-operate with the school in its attempts to support the pupil/rectify behavioural problems
- To cooperate with the school in any investigation of inappropriate behaviour which may lead to fixed term/permanent exclusion

NB

In the case of the Governors excluding a pupil from school permanently, other than for non payment of fees, parents may appeal against the decision in writing within 10 days.

EXCLUSION PROCEDURE

RESPONSIBILITIES OF THE HEADTEACHER

Before a decision is taken to exclude a pupil, the Headteacher will

- Interview the pupil, in the presence of another teacher; ask for her account of the events and for any comments she may wish to make.
- Satisfy herself that the allegations are well founded in fact
- In a case of disruptive behaviour, take into account the pupil's previous record of behaviour, although in extreme cases it may be appropriate to exclude a pupil whose previous behaviour has been exemplary.

When a pupil is excluded the Headteacher will try to inform the parent by telephone but in any case confirm the exclusion by letter within one school day.

The letter about fixed term or permanent exclusion will explain:

- why the Headteacher decided to exclude the pupil and the steps taken to try to avoid exclusion
- the arrangements for enabling the pupil to continue her education whilst not in school (including the setting and marking of work)
- the parents' right to state their case to the Governing Body's Discipline Committee, who the parents should contact if they wish to state their case, and that they must make contact in writing, within seven days of the date of the letter
- the latest date a parent can put a written statement to the Discipline Committee
- the parents' right to see their child's school record (parents may see information pertaining to their child only)
- the length of the exclusion and the date and time of the child's return to school (if the exclusion is for a fixed term)
- the date a permanent exclusion takes effect, and details of any relevant previous warnings, fixed term exclusions and other disciplinary measures taken before reaching the decision to permanently exclude

The Headteacher will also inform the Chairman of the Governing Body (in his/her absence, the Vice Chairman) immediately (by telephone, email or fax) of the exclusion

RESPONSIBILITIES OF THE GOVERNING BODY

Chairman of Governors will:

- Nominate a group of Governors, three of whom may form a Discipline Committee.
- Ensure that none of the Governors on the Discipline Committee has a connection with the pupil that would affect the ability of the Governor to act impartially

If the parent requests a meeting of The Discipline Committee, the Chairman will

- invite the parent and the excluded pupil (if appropriate).
- ensure that the date, time and place is convenient to all parties.
- inform the parents that they may bring a friend or a legal representative
- request and circulate any written statements to all parties in advance of the meeting
- ensure that any statements do not identify other pupils
- list the names of all who will be present

PROCEDURE AT THE MEETING

The Discipline Committee will:

- consider the statements from the parents, their representative and school
- question the parties involved orally, if they decide that it is appropriate to do so
- consider whether the Headteacher has used appropriate strategies to improve the pupil's behaviour (not applicable in cases of pregnancy or the possession of illegal substances)
- consider whether any further strategies could be used as an alternative to exclusion

OUTCOME OF THE MEETING

Fixed Term exclusions

The Committee will consider whether a note of their views on the exclusion should be placed on the pupil's record with the copy of the Headteachers' exclusion letter

Permanent exclusions

The Committee will satisfy themselves that all appropriate strategies have been tried and failed
The Committee should decide whether to direct re-instatement or confirm the exclusion

In all cases the Committee will notify the parents of its decision in writing within one school day of the meeting.

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