



theHammond

EXCLUSION POLICY

2023-24

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

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The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

Pupils/students may only be excluded from School by the Principal or, in the case of the Principal's prolonged absence, by the Acting Principal.

There are 2 kinds of exclusion - fixed period (suspended) and permanent (expelled).

Fixed period exclusion

A fixed period exclusion is where the pupil/student is temporarily removed from school. They can only be removed for up to 45 school days in one school year, even if they've changed school.

If a pupil/student has been excluded for a fixed period, The Hammond should set and mark work for the first 5 school days.

If the exclusion is longer than 5 school days, The Hammond will arrange suitable full-time education from the sixth school day, eg at a pupil referral unit.

Permanent exclusion

Permanent exclusion means the pupil/student is expelled. Your local council must arrange full-time education from the sixth school day for pupil/students.

Reasons for fixed period exclusion

A decision to exclude a pupil/student for a fixed period (usually two days and no more than two weeks) should be taken only when the school has taken all reasonable steps to avoid having to exclude the child, or if there have been serious breaches of the school's discipline policy, or if allowing the pupil/student to remain in school would seriously harm the education or welfare of the pupil, or other pupils in the school.

Support will be provided for excluded students during exclusion (e.g. by the provision of homework) and at re-entry to the school.

Exclusion is not appropriate in response to minor incidents, such as breaching school uniform policy (unless persistent, and not for religious purposes), medical reasons, lateness and truancy or poor academic performance.

When excluding a pupil/student, for a fixed period, the Principal has a duty to inform the parents without delay (please note this does not apply to degree students, who will be informed by the Principal). This should be done by telephone and the telephone call should be followed by a letter as soon as possible afterwards. The letter should include information about:

- The reasons for the exclusion and the steps taken to try to avoid it
- Arrangements such as setting work to allow the pupil to continue their education and the date and time the pupil should return to school.
- Reporting the exclusion to the Board of Directors.

Any exclusion should be fully documented and reported to the Directors.

The decision to exclude a pupil/student permanently is a final and serious stage in the process for dealing with disciplinary offences. It should only be used when a range of other strategies has failed or in the case of a serious incident. When the Principal decides to exclude a pupil/student permanently, she must present her decision to the chair of directors / vice chair or nominated person for ratification and must then notify the parents (or student) in writing.

The letter should include information about:

- The reasons for the exclusion and the steps taken to try and avoid it
- The parents' (or degree student's) right to appeal their case to the Directors' disciplinary body, whom they should contact to do this, and the timescale for doing so, (see Complaints Policy and Procedure). (See also Equal Opportunity and Disability Policy).

Please also refer to the Behaviour Management Policy.

You can ask the school's governing body to overturn the exclusion if either:

- The pupil/student has been excluded for more than 5 days
- the exclusion means they'll miss a public exam or national curriculum test

If the exclusion is for 5 days or fewer, you can still ask the governors to hear your views but they can't overturn the headteacher's decision.

Challenging permanent exclusion

If you decide to challenge the decision, you may be invited to a review meeting with the school's governors if your child has been permanently excluded. This will happen within 15 school days.

Please also see the Complaints Policy.

Discrimination and other complaints

You can make a claim to a court or a tribunal if you think your child's been discriminated against. You need to do this within 6 months of the exclusion.

Contact the [Equality Advisory Support Service](#) for help and advice.

For more general complaints (eg if you don't want to challenge the exclusion but you're not happy with the way the school handled it), follow the normal [school complaints process](#).

NON-PAYMENT OF FEES AND EXTRAS

Fees must be paid in accordance with the guidelines as per the Parents' Handbook.

Failure to pay fees may result in the student being excluded from the school until payments have been received. Persistent non-payment will result in the student being asked to leave the school.

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