

# THE HAMMOND – Exclusion Policy

Revised Aug 10, Reviewed Aug 11, Aug 12, Nov 2012, Revised July 2013, Nov 13, November 14, October 2015, October 2016, September 2017, **March 2018**

## Every Child Matters:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing.

**Helping Every Child to Achieve More**

This is a whole school policy.

## EXCLUSION

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

A decision to exclude a child 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 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.

## RESPONSIBILITIES OF THE PRINCIPAL

When excluding a pupil, for a fixed period, the Principal has a duty to inform the parents without delay. 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.**

## PERMANENT EXCLUSION

The decision to exclude a child 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 permanently she must present her decision to the chair of directors / vice chair or nominated person for ratification and must then notify the parents in writing.

The letter should include information about:

- The reasons for the exclusion and the steps taken to try and avoid it

- The parents' 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.

### **NON PAYMENT OF FEES AND EXTRAS**

Fees must be paid in accordance with the guidelines as per the Parents' Handbook (a copy of which can be located on the school website).

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.