



# SUSI EARNSHAW

*School of Academics & Performing Arts*

## EXCULSION POLICY

**Reviewed by:** Headteacher & Head of Academics

**Frequency of Review:** Yearly

**Date Revised and Reviewed:** July 2019

**Next Review Due:** September 2020

This Policy is to be read in relation to the school's Pupil Discipline Procedure and School Rules. Persistent misbehaviour and/or serious breaking of school rules, bullying and/or antisocial behaviour or any behaviour which might harm other children or disrupt their learning, or persistent absence from school, or non-payment of school fees may result in a child being excluded from the school, on either a fixed (non-permanent) or permanent basis.

The school may also exclude a child while there is a disagreement or complaint going on between their parent(s)/legal guardian and the school, if such exclusion is deemed to be in the best interests of the child.

Only the headteacher or the Proprietor has the authority to exclude a child from the school, on either a permanent or a non-permanent basis.

### 1. Non-Permanent Exclusion

If a child gets into serious trouble at school, he or she can be excluded for a fixed period of time. This time period shall not exceed 45 days in any school year. The school will contact the parent(s) or legal guardian(s) of the child on the day of exclusion, and will within one working day provide the reason(s) for the exclusion in writing, the period of exclusion, and details of whom the parent should contact should they wish to give their views on the matter.

If the child is excluded for more than one day, the school will provide the child with work to complete during his/her absence, which will be marked regularly.

### 2. Permanent Exclusion

The school will try to help the pupil to improve his/her behaviour and will usually only use permanent exclusion as a last resort. However, the headteacher reserves the

right to permanently exclude a pupil for a “one-off” offence in exceptional circumstances. Should this occur, a school panel will meet to review the decision of the headteacher, and the parent(s) of the excluded child may meet with this panel to discuss the reason(s) for this decision. If the panel confirm the exclusion, the school will write to the parent(s) or legal guardian(s) of the child, explaining how to make an appeal.