

TALBOT HOUSE PREPARTORY SCHOOL  
EXCLUSION POLICY

There are two types of exclusion:

a) Fixed term exclusion – where a pupil may be excluded for up to 45 days in one school year.

b) Permanent exclusion – the decision to permanently exclude a pupil is a serious one as it is not normally expected that a pupil will return to the school. It is the final step in the process with disciplinary offences when ALL other strategies have failed.

#### Reasons for Exclusion

1. When the pupil's behaviour is thought to constitute a risk to the health and safety of other pupils and staff.

2. When the pupil's behaviour is thought to harm the education or welfare of pupils or others in the school.

3. When the pupil's behaviour is thought to jeopardise the personal development and moral well-being of other pupils. PROCEDURES FOR EXCLUDING PUPILS

#### RESPONSIBILITIES OF THE HEADTEACHER

If the head does decide to exclude a pupil it is important that they:

☐ Inform parents of an exclusion by telephone or a meeting and follow with a letter within one school day.

Letters about fixed period and permanent exclusion should explain:

- Why the head decided to exclude the pupil and the steps taken to try to avoid exclusion
- The parents' right to see their child's school record
- The length of the exclusion and the date and time of the child's return to school (if the exclusion is for a fixed period)
- 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
- If the permanent exclusion is for a first offence, for example involving violence, the decision must not be taken in the heat of the moment but only when there has been a further opportunity to consider the incident in question
- The parents right of appeal via the school complaints procedure

The head will also need to:

o inform the Board of Directors of a permanent exclusion and fixed term exclusions resulting in a pupil missing more than ten school days in one term or which deny a pupil the chance to take a public examination  
o the length of the exclusion and the reason(s) for the exclusion