



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

STAGES IN THE EXCLUSION PROCEDURE

Stage 1 : Warning

The head should warn the pupil and the parent of the possibility of a fixed period or permanent exclusion if the pupil's behaviour does not improve.

Stage 2 : Investigation

The headteacher should not decide to exclude a pupil until s/he has all the relevant facts and firm evidence. The pupil should be interviewed.

Stage 3: Exclusion by the headteacher

The headteacher

1. Decides to exclude the pupil
2. Notifies the parent/carer on the day of the exclusion and confirms this by letter within 1 school day.
3. If exclusion is permanent or results in the pupil missing more than 5 days in any one term, the headteacher immediately notifies the governors and the LA.
4. Arranges for the pupil to be given schoolwork to do at home and for this to be marked. Full-time education to be provided from 6th school day for longer exclusions.

Stage 4: Fixed Term Exclusions (5 days or fewer)

1. If the parent/carer makes representations, the governing body has a duty to consider the representations through the Discipline Committee.
2. Where exclusion is for 5 days or fewer but would result in the pupil missing the opportunity to sit a public examination, the Discipline Committee should try to meet before the public examination in question and the minimum time limits do not apply.

Stage 4: Fixed Term Exclusions (more than 5 days or totalling more than 15 days in any one term) and Permanent Exclusions

1. The clerk to the Discipline Committee convenes a meeting of at least 3 governors previously nominated by the Governing Body, to consider the action taken by the headteacher, and invites the parent/carer, headteacher and LA to the meeting. The meeting should be held between the 6th and 50th school days for exclusions lasting between 6 and 15 days* and between the 6th and 15th school day for permanent exclusions and exclusions lasting more than 15 days. ***Governing Bodies only need to review exclusions of 15 days or less if the parent requests a review. They must review all exclusions of 16 days or more within one term.**
2. The Discipline Committee meets to consider the action taken by the headteacher, receives any representations from the parent/carer and the LA and decides whether the pupils should be reinstated or the exclusion upheld.
3. The clerk to the Discipline Committee notifies the parent of the decision in writing within one school day.
4. If a permanent exclusion is upheld the LA notifies the parent/carer of their right to appeal to an Independent Review Panel.