

## JOHN WILLMOTT SCHOOL

### EXCLUSION POLICY

1. Headteacher has the responsibility to fixed term or permanently exclude pupils.
2. Parents should be notified immediately, by telephone if possible, and by follow up letter.
3. The exclusion should begin on the following day. In certain circumstances parents will be asked to collect pupils from school immediately.
4. Letter about fixed term and permanent exclusions should explain:
  - The reasons for exclusion
  - Arrangements for enabling the pupil to continue their education
  - The parent's right to state their case to the Governing Body's Discipline Committee
  - That parents should contact the Clerk to the Governors if they wish to state their case
  - The latest date the parent can put a written statement to the Discipline Committee
  - The parent's right to see their child's School Record
  - If the exclusion is for a fixed term, the length of the exclusion and the date and time the pupil should return to school and the arrangements for that return
  - If the exclusion is for lunchtimes only, the length of the exclusion and the arrangements for providing a meal for any pupil entitled to Free School Meals
  - If the exclusion is permanent, the date the permanent exclusion takes effect, details of the incident leading to the recommendation and details of the fixed term exclusion or other disciplinary measures taken before the present incident in permanent exclusion letter / paperwork
  - The name and telephone number of a contact at the LEA who can provide advice on the exclusion process and the telephone number for the Advisory Centre for Education helpline
5. Should the Headteacher extend a fixed term exclusion or convert a fixed term into a permanent exclusion a letter would be sent to parents explained the reasons. Where an exclusion is extended there is a right for the parent to state their case to the Discipline Committee.
6. The Headteacher should inform the Governing Body's Discipline Committee and the LEA of:
  - All permanent exclusions
  - All exclusions which result, separately or in total, if the pupil is missing more than five school days in any one term, or which denies pupils the chance to take a public examination
7. The Governing Body are responsible for setting up a Discipline Committee and following the guidance as laid down in the School Standards and Framework Act 1998.
8. The LEA also have responsibilities under the same Act.

Appended to this Policy copy of:

1. Letter re fixed term exclusion
2. Letter re permanent exclusions
3. Report of Headteacher on a permanent exclusion

**To be reviewed:      November 2013**

Signed: \_\_\_\_\_  
                                Chair of Curriculum / Pastoral Committee

Date: \_\_\_\_\_