



Exclusion Policy

The role of the head teacher

The head teacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, such as verbal, physical abuse, or assault, the head teacher may permanently exclude a child. Trustees are informed of all exclusions.

The Role of Trustees

The board of Trustees has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The trustees support the head teacher in carrying out these guidelines.

The head teacher has the day-to-day authority to implement the school behaviour and discipline policy, but governors may give advice to the head teacher about particular disciplinary issues. The head teacher must take this into account when making decisions about matters of behaviour.

Fixed-term and permanent exclusions

Only the head teacher (or acting head teacher) has the power to exclude a pupil from school. The head teacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The head teacher may also exclude a pupil permanently. It is also possible for the head teacher to convert a fixed-term exclusions into a permanent exclusion, if the circumstances warrant this.

If the head teacher excludes a pupil, he/she must inform the parents immediately, giving reasons for the exclusion. At the same time, the head teacher makes it clear to the parents that they can, if they wish, appeal against the decision to the Board of Trustees. The school informs the parents how to make such an appeal.

The head teacher will inform West Sussex and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

The Board of Trustees itself cannot either exclude a pupil or extend the exclusion period made by the head teacher.

The Board of Trustees will form a Discipline Committee, which is made up of three members. This committee follows West Sussex guidelines considers any exclusion appeals on behalf of the Board of Trustees.

When the Discipline Committee meet to consider any exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents, and consider whether the pupil should be reinstated.

If the Committee decides that a pupil should be reinstated, the head teacher must comply with this ruling.

Monitoring

The head teacher keeps a record of any pupil who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

Review

The Trustees review this policy every two years. The Trustees may, however, review the policy earlier than this, if the government introduces new regulations (as they did in September 2012) , or if the Board of Trustees receives recommendations on how the policy might be improved.

Date of Review: Sept 2016

Date of Next Review: Sept 2018