



# MOYLES COURT SCHOOL

## EXCLUSION POLICY

Applies to the whole school including EYFS.

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| <b>Adopted by:</b> (signatures)   |  |                             |
| <b>Headteacher:</b>  Mr. R. Milner-Smith          |  | <b>Date:</b> September 2023 |
| <b>Executive of the Board:</b>  Mrs. J. Broadway |  | <b>Date:</b> September 2023 |

**Next Review Date: September 2024** (with the Behaviour 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:**

- 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
- the length of the exclusion and the reason(s) for the exclusion