

REVISED EXCLUSIONS POLICY

AIM/PURPOSE

The aim of the policy is to clarify the school's position on fixed term and permanent exclusions, ensuring that the approach adopted at Trinity is consistent with the national framework for exclusions.

GENERAL PRINCIPLES

Bearing in mind the school's foundation, mission statement, aims and ethos, we would hope to avoid fixed term and permanent exclusions. However, the reality is that there are occasions when a serious breach of school discipline has taken place and a student is sent home for a fixed period. A permanent exclusion will take place either when a student has had a large number of fixed term exclusions and all areas of support have been exhausted; alternatively, where a breach of school discipline on one single occasion is so serious as to warrant this ultimate sanction. For example, selling drugs at school, bringing a knife into school or assault on a member of staff. It is likely that such incidents will also involve the police.

EXCLUSIONS AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

1. Only the Head (or Deputy in his absence) may exclude a student and a letter informing parents of the exclusions will have the Head's signature.
2. Correspondence about a student exclusion will always be sent by post. However, a copy of the letter may also be sent with the excluded student to provide parents with immediate information. Parents may also expect a phone call to inform them of the exclusion.
3. Any exclusion letter will contain:
 - a) Reasons for exclusion;
 - b) Whether it is fixed or permanent and, in the case of fixed, the dates of exclusion.
 - c) Parents' rights of representation/appeal, if appropriate.
4. During the period of exclusion work will be set and marked by the school although parents will be expected to make arrangements to collect and return the work. Additional work will only be set if the previous piece has been completed in full and returned to school for marking.
5. The Local Authority and Chair of Governors will be informed in writing when a student is excluded.
6. In the unlikely case of a student being excluded for more than five days, in line with legal expectations the school will provide an alternative educational provision from day six onwards.
7. The exclusion of a student on the Child Protection Register should be made known to the Designated Person for Safeguarding and Key Worker in Social Services.
8. Parents will be asked to accompany the student on his or her return to school and to meet with either the Senior Tutor, Head of School or Deputy Head. In extremely serious cases the return to school meeting will be conducted by the Head. It is important that parents support the action taken and that home and school are able to work together to avoid any future exclusions.
At the return to school meeting it is likely that the student will be placed, for at least one day, in the Learning Support Unit. This will be to monitor behaviour

and attitude and to plan for re-integration into lessons. It is reasonable to expect a co-operative attitude from students on their return and for the parent to support the action taken by the school. If, following the exclusion, the student's attitude is unacceptable, then the readmission meeting will be terminated.

MONITORING AND EVALUATION

The policy will be discussed at meetings of Senior Tutors, Heads of School and the Leadership Team. Changes will be recommended to the Personnel Committee and ratified by the Full Governing Body.

