



Solihull School

Exclusion Policy

INTRODUCTION

The Headmaster, or in his absence Mr R J Melling, Deputy Head, has the full disciplinary power over pupils in the school and can exclude a pupil from the School.

Pupils may be excluded for a fixed or indefinite period. In the most serious cases, exclusion will be permanent.

A pupil will be excluded from the School if in the opinion of the Headmaster (or Mr R J Melling, Deputy Head) he reasonably believes:

- the pupil has committed a grave breach of discipline
- such an order is necessary for the protection of other pupils
- it is in the best interest of the School as a whole.

Fees paid or payable in respect of the pupil being excluded will not be refunded or remitted. Please refer to Section 6 of the School's Terms and Conditions.

CODE OF PRACTICE

Permanent exclusion is the most serious sanction available and will normally only be used when other methods have been tried and found to have failed. It will be considered only when a pattern of serious misbehaviour has been established or, exceptionally, for very serious misconduct.

The Headmaster (or Mr R J Melling, Deputy Head) may send the pupil home for a fixed or indefinite period of time. Parents will be informed and the suspension will be recorded in the pupil's personal file.

During the exclusion of a pupil, as outlined in paragraph 2 of the Code of Practice, the Headmaster (or Mr R J Melling, Deputy Head) will be looking for one or more of the following:

- to remove the pupil temporarily from a situation which requires further and unimpeded investigation.
- to create a breathing space for the pupil, parents and school and, if necessary, to allow time to consider alternative strategies for meeting the pupil's needs.
- to remind pupils and parents about the consequences of serious breaches of conduct.
- to involve formally the parents in discussion regarding the school's concern about the pupil's difficulties.

Once it has been decided that exclusion is to take place, the following process should be adopted:

- A pupil should not be sent home until the parents have been informed, this should be done at school with the pupil present. All relevant facts should be made available and the reason for the exclusion made clear. If the parents are unable to attend the school for whatever reason the pupil should be kept in the Reception area until a designated adult is able to collect the pupil.

- A letter should be sent to the parents confirming the reason for the exclusion, the exact length of the exclusion, the date of return to school, any further sanction, conditions for return (if appropriate) and, where necessary, the letter should indicate the consequences of any further breaches of discipline, or serious misbehaviour.
- The Chairman of Governors (or in his absence the Vice-Chairman) will be advised of any action taken.
- The staff will be informed of the action taken.

Once exclusion has taken place, the School will be as supportive as possible to the pupil and parents. If the exclusion period is temporary the School will ensure that the pupil receives work to complete at home. For pupils facing external examinations care will be taken to ensure that they are not disadvantaged by the exclusion. If the exclusion is permanent then reasonable efforts will be made to find another place of education. For very serious offences an external examination candidate may be required to sit the examinations elsewhere.

APPEAL PROCEDURE

Should parents disagree with the decision of the Headmaster (or Deputy Head) a complaint should be lodged. The Parental Complaints Procedure, which includes our Appeals Procedure, is detailed in Appendix E in the Parents' Handbook.

22/03/2010