

ST.EDWARD'S SCHOOL

EXCLUSIONS POLICY

In accordance with the Conditions of Acceptance for Entry into the School, the School reserves to right to the expulsion (permanent exclusion) or suspension (temporary exclusion) of pupils.

From THE CONDITIONS OF ACCEPTANCE FOR ENTRY INTO ST.EDWARD'S SCHOOL: Section 4. DISCIPLINE:

- a) Each parent agrees to accept the rules of the School.
- b) The School reserves the right to suspend or dismiss any pupil whose conduct or work is, in the opinion of the School, unsatisfactory. There shall be no repayment of the unexpired portion of fees for any pupil so dismissed or suspended. Neither the School nor its staff shall be required to divulge to parents any confidential information which has led to the decision.
- c) Parents of any pupil suspended or dismissed by the School may appeal in writing to the Board of Governors against that decision within twenty-one days of the decision being communicated to them and such appeal will be dealt with in accordance with Stage 3 of the School's Complaints Procedure.
- d) Leave of absence during the term is granted only for exceptional reasons. If a pupil is unavoidably absent, the School should be notified immediately and a letter of explanation sent when the pupil returns to the School
- e) Scholarships and Bursaries are awarded subject to a satisfactory standard of work. They may be withdrawn if a pupil's conduct is, in the opinion of the School, unsatisfactory.
- f) Parents may be required at any time to remove a pupil if, after consultation with parents, the School is of the opinion that the conduct or progress of the pupil has been unsatisfactory or a parent has treated the School or its members of staff unreasonably.

IMPLEMENTATION& PROCEDURES

1. Suspension

Temporary exclusion – suspension - is normally only used when all other avenues have been explored. It is acknowledged that temporary exclusion can have a positive effect upon the pupil concerned but that further and longer exclusions are usually to benefit or safeguard the quality of education provided to the rest of the school.

Pupils may be excluded for up to 45 days in a school year. Exclusions of more than 15 days would only be used rarely. Longer exclusions are likely to make it more difficult for pupils to re-integrate into school.

The Headmaster will contact the parents of a pupil who is to be suspended. If the pupil is to be excluded for more than two days, school work will be arranged to be done at home and be marked until their return to school. A letter will be sent to parents explaining the arrangements for setting and marking this work. Arrangements

for re-admitting pupils after exclusion will include receipt of work completed during exclusion.

If a pupil is excluded for more than 15 days, a plan for re-integration will be drawn up by the appropriate Head of Section.

If the disciplinary offence is a very serious one, the Headmaster may decide that the suspension given constitutes a final warning and that any further offence of a similar gravity would result expulsion. The Headmaster will put such a warning in writing to the parents.

2. Expulsion

Without prejudice to the Conditions of Acceptance for Entry to St.Edward's School, when expulsion is under consideration, the following procedures will normally be followed:

- a. The pupil concerned will initially be suspended.
- b. The Headmaster will contact the Chairman of Governors to inform him of the situation and will keep him updated throughout the process.
- c. The Headmaster will have a meeting with the pupils' parents to discuss the situation and obtain their views prior to deciding to expel the pupil. The Headmaster will write a letter following the meeting to confirm the decision to expel the pupil.
- d. The expulsion will take effect immediately, and the pupil will not be re-admitted to the school premises. Any personal effects belonging to the pupil will be collected by the appropriate Head of Section and returned to the parents.

The Headmaster's decision is final, but the parents have the right of appeal in accordance with the school's Complaints Policy.

Updated	October 2011
To be reviewed	As appropriate
By whom	The Headmaster & Chairman of Trustees
Endorsed by	Curriculum Committee