



# Exclusion Policy

## Introduction

It is the policy of Loyola Preparatory School to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. (See also Behaviour Policy and School Regulations).

## Principles

- 1) Exclusion is a sanction used by the school only in cases deemed as serious breaches of the School Behaviour Policy. A student may be at risk of exclusion from school for:-
  - Verbal or physical assault of a student or adult;
  - Persistent and repetitive disruption of lessons and other students' learning;
  - Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions;
  - Nine referrals in a half term period for bad behaviour.
- 2) A Fixed Term Exclusion from the school can only be authorised by the Head and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Head of the school.
- 3) In the case of a Permanent Exclusion this can only be authorised by the Head and must only be done after consulting with the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Head of the school.
- 4) The School Head seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.
- 5) The school regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

## Notification of an Exclusion

- 1) Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either



direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.

- 2) In the case of a Permanent Exclusion parents will be notified by the Head in a face-to-face meeting.
- 3) A pupil who has been excluded will have the reason for his exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.
- 4) The school will also work to put in place a programme for the pupil on his return.
- 5) The Chair of Governors and relevant school staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of. It will clearly outline the reasons for the exclusion.

### **Students returning from a Fixed Term Exclusion**

All students returning from a Fixed Term Exclusion are required to attend a re-integration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school.

### **Permanent Exclusions**

A school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a headmaster may decide to permanently exclude a pupil because of ongoing issues or even a "one-off" incident.

If your child has been permanently excluded, be aware that:

- The school's governing body is required to review the headmaster's decision and you may meet with them to explain your views on the exclusion
- The school must explain in a letter how to lodge an appeal
- The local authority will be notified

### **Appeals**

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclude. The person who should be contacted to initiate an appeal is the School Bursar. **Reviewed November 2018 - KA**



# LOYOLA

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