



## Procedure for Fixed Term Exclusions

- 1 Evidence and consideration of relevant factors discussed by Pastoral Manager and Head of Year.
- 2 Pastoral Manager to prepare all incident related documentation including the **Exclusion Check List** and pass to the Head of Year.
- 3 Head of Year to provide recommendation to the Headteacher. After consideration of all relevant information and decision to be made. **Exclusion Check List** signed by Head of Year and Headteacher.
- 4 Once a decision to put in place a fixed term exclusion has been made, the exclusion should be put in place as soon as practically possible, taking into account the legal duty of care to both the pupil concerned, and other pupils in the school.
- 5 Head of Year PA notifies parents via phone of the exclusion and arranges a Reintegration meeting.
- 6 Head of Year PA produces and sends out the exclusion letter by post and hands a paper copy of the letter to the student.
- 7 Head of Year PA notifies the students teachers and arranges work for students to complete during their exclusion.
- 8 Head of Year PA prepares the 'meeting pack' to include: Exclusion Checklist, Exclusion Letter, Incident data, Mini-report, Absence data, Blank PSP, meeting record sheet.
- 9 Head of Year conducts the Re-integration meeting and during which discusses an appropriate Pastoral Support Plan.
- 10 Agreed Pastoral Support Plan drawn up by Head of Year and sent out to parents by the Head of Year PA.
- 11 Required exclusion records passed to Administration Manager who informs governors and Local Authority.
- 12 Administration Manager logs the exclusion eportal and will enter onto the student's register the dates of the exclusion.

*All efforts will be made to avoid an exclusion that would involve a child missing an external examination. If unavoidable the PA to the Headteacher will notify Governors of the exclusion and ensure that procedures are put in place for the Governors Discipline Panel within the required time frame.*