



# Hopelands Preparatory School

## Exclusion Policy

To ensure the well-being of all children within Hopelands Preparatory School this policy is written to exclude pupils where it is felt their behaviour or attainment is not commensurate with the ethos or available facilities of the school.

The procedures laid out below are to be followed:

1. The Form Teacher, having identified an ongoing cause for concern, will call a meeting of the Parents/Guardian of the pupil and his or her self to apprise them of the situation. The Head may be present, if it is deemed necessary by the Form Teacher.
2. At the first meeting targets will be set, in the form of a contract, for the pupil. Parents will be given a copy of this contract and they will sign a copy to be retained by the teacher.
3. Minutes will be taken of the first meeting and a copy will be sent to the Parents.
4. A time will be agreed by both Parents and staff by which the targets will be either met or subsequent action taken.
5. If the behaviour or attainment of the pupil deteriorates to such an extent that other children in the school are affected then an Interim Meeting will be called by the Head to inform the Parents of the concerns raised, again this meeting will be minuted.
6. If after the agreed time, assuming an Interim Meeting has not been called, there will be another meeting called to discuss the situation with the Parents. If targets have been met this fact will be minuted and no further action will be taken. If, however, there has not been sufficient improvement then the contract will be assessed and a decision made by the Head, in consultation with the Form Teacher and Chair of Governors, to decide whether the pupil will be excluded and if so for how long.
7. If the Head feels that there could be external factors relating to the case that would alter the behaviour or attainment of the pupil then a temporary exclusion would be considered. However, if it is deemed that the child has no external factors relevant to the situation then the exclusion will be permanent.
8. Parents will have the right to appeal, within two weeks, to an Appeal Panel of three members of the Board of Governors who will not have had sight of any documentation, nor any verbal communication, concerning the matter. This Appeal Panel will comprise of two Non-Parent

Governors and one Parent Governor. The Panel will report their findings to the Parents and Head within two weeks. The decision of the Appeal Panel is binding.

This policy was adopted at a meeting of

Hopelands Preparatory School

Held on

17<sup>th</sup> February 2011

Date to be reviewed

17<sup>th</sup> February 2012

Signed on behalf of the senior management team



Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors