



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 and pass to the Head of Year.
3. Head of Year to call an exclusion panel, so that peer review of potential decision to exclude can take place. Panel will consist of relevant pastoral staff depending on availability.
4. Head of Year to complete first half of **Exclusion Check List** and provide recommendation to the Headteacher. After consideration of all relevant information a decision will be made and the **Exclusion Check List** is to be signed by Head of Year and Headteacher.
5. 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.
6. Head of Year notifies parents via phone of the exclusion.
7. Pastoral Administrator produces and sends out the exclusion letter by post and hands a paper copy of the letter to the student and arranges a Reintegration meeting if required (in the vast majority of cases this will be necessary).
8. Pastoral Administrator notifies the student's teachers and arranges work for students to complete during their exclusion.
9. Pastoral Administrator prepares the 'meeting pack' to include: Exclusion Checklist, Exclusion Letter, Incident data, Mini-report, Absence data, Blank PSP, meeting record sheet.
10. Pastoral Administrator informs the Governors and the Local Authority.
11. Pastoral Administrator logs the exclusion on Facility and will enter onto the student's register the dates of the Fixed Term Exclusion.
12. Head of Year and Pastoral Manager/SMT member (depending on availability) conducts the Re-integration meeting and during which discusses an appropriate Pastoral Support Plan if required. If it is believed a Pastoral Support Plan is not required then the meeting needs some form of formal record of the meeting will be produced.

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.