

# Greenway Academy

## Exclusions Practices & Procedures

### Introduction

At Greenway Academy, we take exclusion very seriously and we use it only as a last resort.

When a pupil is excluded from school, the parent, the school and West Sussex County Council have certain shared responsibilities and rights.

### The decision to exclude:

The Headteacher (or her nominated representative in her absence) is the only person who can take the decision to exclude a pupil from school. The decision will only be taken in response to serious offences. In most cases when a pupil is excluded from school there will have been earlier discussion between the school and parents concerning a pupil's behaviour. When a pupil is excluded, the Headteacher/Heads of School must, by law, advise parents, school directors and the council. Parents will be advised about an exclusion before a child and as soon as the decision is made. Parents have the right to know in detail the reasons for exclusion.

### Types of exclusion:

There are two types of exclusion: fixed term period exclusion and permanent exclusion. A pupil may be excluded for a fixed period of time - for example a few days. Pupils may be excluded for up to 45 days in any one school year. In response to more serious matters, the Headteacher may exclude a pupil permanently.

### Fixed period exclusion:

If a child is excluded for a fixed period, the Headteacher/Head of School must inform the parents immediately, ideally by telephone, of the reason for exclusion and the date when the pupil should return to school. The Headteacher/Head of School will also inform parents of their right to put their views to the governing body's discipline committee and should provide appropriate contact information. A copy of the DfE guidance document will also be made available (DfE Exclusion from Maintained Schools, Academies and pupil referral units in England, September 2012).

<http://www.education.gov.uk/aboutdfe/statutory/g00210521/statutory-guidance-regs-2012>

### Lunchtime exclusion:

Schools may exclude pupils from school for the lunchtime period and if they do, must follow the same requirements as for the other fixed period exclusions. For the purposes of discipline committee meetings, a lunchtime exclusion counts as half a school day.

**Permanent exclusion: The DfE document detailing the statutory guidance for exclusion from all maintained schools and academies will be made available at this point.**

In agreeing these practices and procedures, Directors have fully considered and assessed any potential impact they may have with regard to equality and diversity.

If an individual exclusion comes to a Directors hearing, Directors will have due regard to the behaviour and discipline policy, practices and procedures.

For further information contact:

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