



EXCLUSIONS – INFORMATION SHEET FOR PARENTS

Eden Park Academy applies its behaviour policies in a consistent, rigorous and non-discriminatory way.

Ultimate consequences at our school are:

- Suspension = Fixed Penalty Exclusion
- Expulsion = Permanent Exclusion

Neither consequence is used lightly. The power to suspend or expel a student can only be exercised by the Headteacher. If the Headteacher excludes a child, the parents are informed immediately, giving reasons for the exclusion. At the same time, the Headteacher will make it clear to the parents that they can, if they wish, appeal against the decision.

Procedure to be followed

- Parents will be informed immediately by phone with a follow up letter.
- A copy of this information will be attached to the letter.
- Parents will be notified of their right to appeal.
- Eden Park Academy will ensure that arrangements are in place for work to be sent home.
- Arrangements will be made for a return to school interview for fixed term exclusions
- A re-integration support plan will be put in place for fixed term exclusions

All cases of exclusion will be treated in the strictest confidence on a need to know basis and will not to be discussed outside the school

Should an investigation commence that may lead to a fixed term or permanent exclusion, the Headteacher will inform the parent by telephone followed by a letter within one school day. The letter will include information about:

- the nature of the offence and the results of any investigation to date;
- that the consequence of a fixed term temporary exclusion or permanent exclusion may be imposed;
- the parents' right to state their case;
- the parents' right to see information on their child's school record.
- suspensions for more than 5 days or an aggregate of 15 days in any school term will be with the agreement of the Senior Leadership Team (SLT).
- In the case of expulsion, agreement in writing will be obtained from the SLT in so far as it does not conflict with the impartiality of any Appeals process.

Where reasonable adjustments to policies and practices have been made to accommodate a student's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason. If the School determines that a child should be excluded for a fixed period, the Headteacher will provide the parent in writing with information as to:

- the period of the Fixed Term Exclusion;
- the arrangements, such as setting work, to allow the child to continue their education during the Fixed Term Exclusion.

If a fixed period Temporary Exclusion converts into a Permanent Exclusion, the Headmaster will



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write again to the parent with the reasons for this decision. The decision to exclude a student permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or an exceptional 'one-off' offence has been committed.

Appeals

In the case of an appeal against the exclusion, parents must write to the Headteacher within one week of the letter notifying of the exclusion. The Headteacher will establish an Appeal Panel to consider the appeal.

The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents or guardian may bring a representative to the meeting. Information relied on by the Headmaster shall be made available to the parents or guardian prior to the hearing. The parents or guardian or their representative may ask questions of the Headmaster or raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or guardian or their representative, or in the absence of the Headmaster. At the conclusion of the hearing, the Panel shall retire to consider what recommendation it may make. The Panel may recommend:

- The exclusion is confirmed
- The exclusion is rescinded
- The exclusion be rescinded and replaced with an alternative consequence

The recommendation shall be communicated to all parties. Every child has a right to confidentiality and such sensitive matters must be dealt with in confidence.