

Appendix D: Exclusion Policy

1. The Principal and governors regard decisions to exclude children as a very serious step. At all times other forms of sanction will be considered and appropriate external agencies will be consulted.
2. The process for excluding children will be as laid down in the Surrey County Council Exclusion Guidance for Surrey Schools.
3. All exclusions will be reported to the governing body.
4. As provided for in the Education Act exclusions may be permanent or for one or more fixed periods which may not exceed 45 days in any one year. Parents will be given full details of their rights in all cases of a student being excluded.
5. Every effort will be made to contact parents by phone as soon as the decision to exclude a child has been taken.
6. In considering the appropriateness of an exclusion the Principal will have regard for the advice in Government Guidance.
7. The safety of other children and staff and the maintenance of high standards of behaviour and discipline will be important factors in considering the action to be taken.
8. Whilst every case is treated on an individual basis the Principal will make every effort to ensure there is consistency of treatment of all children.
9. In matters where the school believes a criminal offence has taken place the Principal may contact the local police.
10. The school will, whenever the Principal deems it appropriate, use the internal and external provision as a way of not using official exclusions.