

## **EXCLUSIONS POLICY**

Beechwood Sacred Heart School aims to maintain high standards in all areas of School life as outlined in the Beechwood Code. The sanctions that may be applied for breaches of this code are described in the separate Rewards and Sanctions Policy document.

Very rarely, serious or repeated breaches of discipline may lead the Headmaster to consider removing a pupil from the School. When any decision about exclusion is made, the pupil's individual needs and circumstances will be borne in mind, but these will be balanced against the needs of the School community as a whole. Written records of all meetings leading to exclusion will be taken and kept on file. The Headmaster's secretary keeps a record of any exclusions.

Whilst the decision to exclude a pupil from the School should always be taken with regard to natural justice, the final decision is entirely at the discretion of the Headmaster.

In cases of temporary exclusion, the School fees for the period concerned will not be refundable; in cases of permanent exclusion, the fees for the current term will not be refundable, but fees in lieu of notice for the subsequent term will not be due.

In all cases of permanent exclusion (expulsion), the Headmaster will consult with the Chair of Governors, wherever possible, before the final decision is taken.

In the event of permanent exclusion, parents may appeal against the decision in writing to the Chair of Governors within 7 days of the decision being made. The appeal will be held by an Appeals Panel. The Panel will consist of at least two serving School Governors and, in addition, a suitable person who is independent of the management or governance of the School. The Panel members will be appointed by the Chair of Governors.

The Appeals Meeting will take place at the earliest mutually convenient time. Copies of all written records will be supplied to all relevant parties not later than 3 days prior to the hearing.

The parents may be accompanied at the meeting by one other person, who may be a relative, teacher or friend. Legal representation, however, will not normally be appropriate.

After due consideration of all facts they consider to be relevant, the Panel will reach a decision and will make recommendations. The Panel will write to the parents, informing them of their decision and the reasons for it within 10 days of the hearing. The Panel's findings and any recommendations will also be sent in writing to the Headmaster.

The decision of the Panel will be final.