

MAYVILLE HIGH SCHOOL

Policy for Exclusion

Mayville aims to provide a caring and supportive environment for all pupils within the school. Because of the nature of the school, all will be done to try to reinforce positive behaviour, rather than just punish negative acts. To exclude a pupil, is, therefore, seen as a last resort by the school and will only be utilised if a serious breach of the school's expected standards of behaviour is involved, (e.g. bringing drugs into school; physical abuse of other pupils or staff) or where a pattern of poor behaviour/attendance or work has not been remediated despite efforts on the part of the school. Whilst the rights and needs of the individual are important, so they must be earned and must not prejudice those of other members of the school community.

It states in the school's Conditions of Admission:

"The Headteacher reserves the right to refuse admission to any pupil and to request the removal of any pupil who persistently fails to conform to school rules, without refund of fees."

Further it states in the Regulations and Entry Form signed by parents:

"The Headteacher reserves the right to require the removal of a pupil if in the opinion of the Headteacher, satisfactory standards of work or conduct are not maintained or if the pupil's presence in the school is undesirable."

The Headteacher does not have final authority to exclude a pupil from Mayville but may make a recommendation to the Trustees via the Chair of Trustees for approval. In the case of permanent exclusion the Chair of Trustees will normally have to be satisfied that all reasonable strategies to improve a pupil's behaviour have been tried and have failed.

In the normal course of events there will be a final warning coupled with suspension for one or two days before the final sanction of permanent exclusion takes place. This final warning will however, not be offered in the case of serious disciplinary matters.

Following a fixed term exclusion, pupils will be provided with support by a designated member of staff who will act as a mentor to provide pastoral support in addition to that already given by the form teacher.

Exclusion will take place at a meeting with the Headteacher, pupil and parents. The exclusion will be confirmed in writing. The exclusion letter will indicate:

- the reasons for the exclusion and, if temporary, the date and time the pupil is expected back at school.
- full details of the circumstances and events that have led to the exclusion, together with steps taken to try to avoid it
- the parents' right to make representations to the Trustees and the latest date by which any written representations must be made (15 days from the date of exclusion)

- the address of the relevant LEA to whom the parent should make an application for a vacant place.

Procedure in outline:

- Exclusion for a fixed period / permanent exclusion — recommended by Headteacher supported by Chair of Trustees, or in their absence another trustee.
- Parents to be handed written notification at the exclusion interview or within 2 working days of the reason(s) for exclusion and of their right to appeal to the Disciplinary Committee of the Trustees.
- Parents must exercise this right within 15 days of the date of exclusion.
- The Disciplinary Committee of the Trustees will hear the representations of the parents (the Disciplinary Committee to consist of three members of the board of Trustees not involved in the original decision.). The parent will be invited to attend this meeting.