Exclusions
POLICY

Longford Park School
PROCESS FOR EXCLUSION

Headteacher makes decision to issue exclusion after investigation of incident and consultation with Deputy and staff involved

Parents/carers contacted by telephone and requested to collect pupil from school if appropriate

Letter issued to parents/carers within 1 day of exclusion
Copy of letter of exclusion issued to Local Authority

Staff and pupil given support following incident where appropriate

Work set by class teacher for the duration of the exclusion and sent home or parents/carers asked to collect
Parents/carers return work and class teacher marks it and prepares more where necessary

Staff at LPS meet to look at ways of improving practice and provision for pupil on their return to school

Re-integration meeting: parents/carers and pupil involved in the discussion about plans for pupil’s successful return to school.
Parents/carers commit to improving support for their child at home and of their support for the plans the school put in place.

Trafford Council follow National guidance regarding exclusions. Longford Park School follows the guidance given by the Local Authority in all cases of exclusion.

See: *DCSF ‘Improving Behaviour and Attendance guidance on exclusion from schools and PRUs’* 2008
*Disability and Discrimination Act 1995*
# What schools should do in the case of a fixed period exclusion

## More than 5 consecutive days

1. The Headteacher should inform the parents/carers on Day 1, ensuring that the letter includes the current statutory information. (Use the standard letters or see sections 75 & 76 of 2007 guidance). **N.B. The letter should contain the address of the Day 6 provision and identify the person whom the pupils should report to. It should also contain the start and finish times of each session. (If this information is unavailable on Day 1, the parent must receive it no later than 48 hours before the provision starts).**
3. Inform Governors.
4. Inform the LA of the exclusion and the arrangements for alternative provision.
5. Convene a meeting of the PDC, between the 5th and 15th day if the exclusion is for more than 15 days, or convene a meeting of the PDC between the 6th and 50th day if parents/carers request it for an exclusion of less than 15 days.
6. Ask staff to set work for the first 5 days which parents can collect.
7. Arrange alternative educational provision from day 6.
8. Hold a re-integration interview.

## Less than 5 consecutive days in any one term.

1. The Headteacher should inform the parents/carers, ensuring that the letter includes the current statutory information. (Use the standard letters or see sections 75 & 76 of 2007 guidance).
2. Inform governing body and LA once a term.
3. Ask staff to set work which parents can collect.
4. Hold a re-integration interview.

## 5 -15 days total in any one term

1. The Headteacher should inform the parents/carers, ensuring that the letter includes the current statutory information. (Use the standard letters or see sections 75 & 76 of 2007 guidance).
2. Inform Governors and LA within 1 working day.
3. Convene a meeting of the PDC between the 6th and 50th day if parents/carers request it.
4. Hold a re-integration interview.

## More than 15 days in any one term

1. The Headteacher should inform the parents/carers, ensuring that the letter includes the current statutory information. (Use the standard letters or see sections 75 & 76 of 2007 guidance).
2. Inform Governors.
3. Inform the LA.
4. Convene a meeting of the PDC between the 5th and 15th day.

## Lunchtime exclusions

1. The Headteacher should inform the parents/carers, ensuring that the letter includes the current statutory information. (Use the standard letters or see sections 75 & 76 of 2007 guidance).
2. Each lunchtime exclusion counts as half a day.
3. Lunchtime exclusions must be for a fixed period only and DCSF guidance expects them to be used for short periods of 1 week or less.
4. Inform the governing body and LA within 1 working day if the exclusion is for more than 10 lunchtimes.