

**EXTERNAL EXCLUSION/
TRANSFER
PROCEDURE**

Any member of staff:
Reports any matter carrying an exclusion tariff to a college leader, curriculum leader or member of SLT. Completes SIMS record as appropriate.

Year Leader, Curriculum Leader or SMT :
Refers matter to a deputy Headteacher or Headteacher for decision.

Deputy Headteacher, Headteacher:
Inform student and parent/carer of the exclusion—to commence immediately or the next school day. Best practice is to inform student and parent of length of exclusion during initial communication. The decision on exact length may be delayed until any investigations are concluded. Communication with student should be done in person and parent contacted by phone whenever possible

Ensure Completion of exclusion form and return to Headteacher's PA (may be processed by Behaviour Lead)

Behaviour Team:
Arrange for student to be accommodated appropriately until student can go home.

Request work to be handed to student/ emailed home to parent

Arrange reintegration meeting with student/parent on their return.