

AIDE MEMOIRE : USING HC MANAGEMENT OF EXCLUSION PROCEDURES

Introduction Whilst there is no replacement for reading the full documentation that applies to this aspect of school management, it is intended that this aide memoire will ensure headteachers feel fully supported in their application of Highland Council's Exclusion policy. It is also intended to be a checklist that will help headteachers feel secure in their decisions around exclusions. These intentions are met through specific directions to the relevant sections of the policy and tackling the most frequently asked questions at the point of exclusion.

How do I know whether I can exclude or not?

- Appendix 1. The Legislation
- Section 2.1 School Policies and Procedures

Who needs to know about an exclusion?

- Section 3 Management of Exclusion Procedures.

What are my school's obligations to a child or young person who is on an exclusion?

- Section 2.8 School Policies and Procedures.
- Section 2.9, Specific Guidance on:-
 - Pupils with Additional Support Needs.
 - Looked After Children.
 - Children on the Child Protection Register.

What paperwork needs to be completed?

- Section 3 – Management of Exclusion Procedures.

Anything else I should think about on the point of exclusion?

- If the pupil has an ASN is "looked after" or is on the Child Protection Register then the views of involved professionals should be sought when a decision to exclude is being considered and when planning provision during the period of exclusion.
- Consideration should be given to any social, emotional, or behavioural difficulty which the pupil may have, the impact the exclusion will have on the learning and achievement of the pupil and appropriate involvement of the pupil and his/her parents in planning to address behaviour and gain the most from educational opportunities.

How can I be sure that I have followed best practice in relation to exclusion?

- **Annex B** in circular 8/03, which is reproduced in Highland Council's Guidelines, can be particularly helpful in this regard