

EXCLUSION POLICY

Authority

Under the terms of the Coventry School Foundation Articles of Government The Head has powers to :

- Suspend (temporarily exclude) a pupil for any cause considered by the Head to be adequate, provided that the Head inform the Chairman of Governors either directly or through the Clerk to the Governors, forthwith.
- Expel (permanently exclude) a pupil for any cause considered by the Head to be adequate but only on the prior notification of the Chairman of Governors or if unavailable a Vice Chairman or if either is unavailable a Governor delegated for that purpose by the Chairman.

Procedure

Whether the suspension or exclusion arises from an ongoing situation of which the parents were fully informed, or from a single incident, the Head will as a matter of course invite the parents to the school in order to explain the necessity of the action taken.

Appeal Procedure

Parents wishing to appeal against permanent exclusion must write to the Chair of the Academic & Resources Committee within 3 days of the decision. The Chair of the Academic & Resources Committee shall appoint a Governor not previously involved who will then investigate the circumstances (which may include a meeting with the parents) and report findings within 10 working days

If the finding does not satisfy the parents concerned, they may appeal in writing to a tribunal of Governors not directly involved in the matter. They will consider the circumstances, any points raised by the parents, and the report of the Chair of the Academic & Resources Committee and report findings within 14 days.

Parents should address all appeal correspondence to:

Foundation Office
Queens House
Queens Road
Coventry CV1 3EG