



## Exclusion Policy

### Introduction

The decision to exclude a pupil either for a fixed term or permanently is a decision that will not be taken lightly. Guidance and the procedure for excluding a pupil is documented by the DCSF (circular Sept 2008) and the LA. The decision to exclude a pupil is the decision of the Head Teacher or in her absence the Assistant Head.

Decision to exclude would follow:

- a continual or a serious breach of school discipline
- or
- if the pupil was allowed to remain at school it would seriously harm the education or welfare of other pupils.

A fixed term exclusion may at a later time be converted into a permanent exclusion.

A permanent exclusion can be given for a first offence in the case of violence, serious bullying, or drug related incidents but only after the head has had an opportunity to consider the incident, after a period of quiet reflection, not in the heat of the moment.

The total of fixed period exclusions will not exceed 45 days in one school year.

### **PROCEDURE**

If an exclusion takes place parents will be informed by telephone, followed with a letter giving the following information:

- Period of exclusion.
- Reason for exclusion.
- That representation can be made to the Governors and how that can be made.
- The time frame in which their case can be heard.
- Details for the continuance of the child's education.
- The contact number of the LA.
- The right to see the pupil's records.
- If the exclusion is permanent details leading up to the exclusion including any fixed term exclusions.

If a fixed term exclusion is changed into a permanent exclusion another letter will be written stating the new rights of the parents to state their case to the Discipline Committee.

The Discipline Committee of the Governing Body and the chair of Governors if he/she is not a member of that committee will be informed of:

- All permanent exclusions.
- Exclusions of more than 5 school days in any one term (separately or in total)

If an exclusion is permanent or for more than 5 days then the Discipline Committee will meet.

The role of the Discipline Committee will be to:

- Review the use of exclusion in the school.
- Consider the views of the parents.
- Confirm the exclusion of more than 15 days.
- Decide whether to confirm a permanent exclusion.

The Governing body cannot increase the severity of an exclusion but can uphold an exclusion or direct the pupil's reinstatement.

Where a parent has requested representation the Discipline Committee must consider the circumstances of the exclusion and the representations of the parents and the LA. Oral representation must be allowed.

## **STRATEGIES BEFORE EXCLUSION**

In most cases a child will be excluded only after a range of alternative strategies have been tried. The school's Behaviour and Anti Bullying Policies will be referred to and strategies included in those policies will be used for helping a child in danger of exclusion. Pastoral support will be offered and parents will be involved in discussions as partners in considering the educational needs of the child.

The following action must be pursued before exclusion takes place:

- An action plan with parents.
- Sanctions in accordance with the school's behaviour policy.
- Learning support if that is appropriate.
- Mentoring and/or pastoral support

## **THE ROLE OF THE GOVERNING BODY**

- To establish a Discipline Committee.
- To appoint a clerk.

Where an exclusion is for 5 days or less, reinstatement cannot be directed but the statement from the relevant person (parent or guardian) should be considered.

In the case of a fixed term exclusion between 6 and 15 school days in a term a meeting to consider the exclusion must be held by the fifteenth school day.

In the case of exclusions over 15 days, exclusion meetings must be held between the 6th and 15th school day. LA and parents must be invited to the meeting (parents may bring a friend or legal representative). Written statements to be submitted in advance. All statements to be circulated to all parties in advance of the meeting (pupils name removed). If requested the pupil be allowed to attend the meeting.

## **THE MEETING**

The pupil may have returned to school before the meeting but if not then the meeting should:

- Consider all the statements.
- Consider the strategies used to modify the pupil's behaviour.
- Decide whether the exclusion is appropriate.
- Write within one day to the parents and the LA indicating the decision of the Committee and their reasons.
- Where a permanent exclusion is upheld, parents must be given information regarding the appeals process.
- An Appeal must be lodged within 15 days of the Committee's decision.
- Keep a note on the child's file in respect of the Committees decision.

## **THE ROLE OF THE LA**

It is the responsibility of the LA to make arrangements for appeals to take place and to put in place the correct procedures for appeals.

The appellant must give notice of appeal in writing.

The LA will determine a date for the appeal, not more than 15 school days after the date on which the appeal is lodged.

The decision of the Appeals Panel is binding on the governing body, the relevant person, the Head Teacher and the LA.

If the Appeals Panel decides to reinstate the pupil, it must indicate whether this should occur immediately or on a specific date in the future.