

Baginton Fields School Policy for Student Exclusion



"Working Together for Outstanding Achievement"

This policy is designed to briefly outline the school's approach to exclusions within the statutory framework as defined in the The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012.

At Baginton Fields School, we take exclusion very seriously and we use it only as a very last resort. No exclusion will be initiated without first having exhausted other strategies or, in the case of a very serious single incident, a thorough investigation.

When a student is excluded from school, the parent, the school and Coventry Local Authority have certain shared responsibilities and rights.

The decision to exclude:

The Headteacher (or a senior member of staff nominated to act in the Headteacher's absence) is the only person who can take the decision to exclude a student from school. The decision will only be taken in response to very serious offences. In most cases when a student is excluded from school there will have been earlier discussion between the school and parents concerning a student's behaviour. When a student is excluded, the Headteacher must, by law, advise parents, school governors and the council. Parents have the right to know in detail the reasons for exclusion.

Types of exclusion:

There are two types of exclusion: fixed term period exclusion and permanent exclusion. A student may be excluded for a fixed period of time - for example a few days. In response to more serious matters, the Headteacher may exclude a student permanently.

Notification of exclusion:

- Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.
- In the case of a **Permanent Exclusion** parents will be notified by the Headteacher in a face-to-face meeting.
- A student who has been excluded may have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.
- The school will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the school, parents, if appropriate, and any other appropriate bodies

- Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the school will continue to monitor the situation and work closely with that agency.
- It is hoped that in most cases following an exclusion, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.
- The Chair of Governors, LA SEN Officer and relevant school staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for exclusion.

Students Returning from a Fixed Term Exclusion:

- All students returning from a Fixed Term Exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school.
- Permanent Exclusions. A school will usually only permanently exclude a student as a last resort, after trying to improve the student's behaviour through other means. However, there are exceptional circumstances in which a headteacher may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

If your child has been permanently excluded, be aware that:

- The school's governing body is required to review the headteacher's decision and you may meet with them to explain your views on the exclusion.
- If the governing body confirms the exclusion, you can appeal to an independent appeal panel organised by the local authority.
- The school must explain in a letter how to lodge an appeal.
- The local authority must provide full-time education from the sixth day of a permanent exclusion.

Appeals:

- All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclude.
- This procedure is clearly set out in the statutory guidance.

- The person who should be contacted to initiate an appeal is the Clerk to the Governors.

After permanent exclusion:

If permanent exclusion is confirmed by the independent appeals panel or parents decide not to appeal, Coventry Local Authority must make alternative arrangements for the student to receive education. Whenever possible, this will mean the student is allocated a place at another school. Parents can also approach another school for a place at any time and the school should not refuse on the basis that the student has been permanently excluded. If parents are refused a place at their preferred school, that school must advise parents of their right to appeal against that decision. If it is not considered appropriate for the student to attend another school at that time, alternative arrangements will be offered: for example, home tuition.

Further independent advice can be obtained from:
The Advisory Centre for Education (ACE) Ltd
Phone: 0207 704 9822
Website: (www.ace-ed.org.uk)

Relationship to other school policies:

The Exclusion Policy should be read in tandem with the school's Behaviour Policy as well as other relevant school policies, particularly the Special Educational Needs Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.