



Carr Green Primary School

Policy for the Exclusion of Pupils from the School

This policy sets out the arrangements in respect of the exclusion of pupils from the school under The Education (Pupil Exclusions and Appeals)(Maintained Schools)(England) Regulations 2002 (made under the Education Act 2002). All exclusions are made using the DfE document 'Exclusions from Maintained Schools and Academies and Pupil Referral Units in England (January 2015). The term Headteacher refers to the Acting Headteacher in the absence of the Headteacher.

As a school community, we are strongly committed to safeguarding children. Our goal is to work in close partnership with parents/carers and other agencies. Underpinning our whole philosophy is the firm belief that the welfare of the child is paramount.

1. The Role of the Headteacher

1.1 The Headteacher has the sole responsibility for the exercise of the power to exclude a pupil from the school. The Headteacher may exclude a pupil for one or more fixed periods not exceeding a total of 45 school days in any one school year. A pupil may also be excluded permanently.

1.2 Details of the exclusion should be entered on SIMS, this ensures that the LA are informed of the exclusion.

1.2 Although the law requires notification of only those exclusions in excess of five days in aggregate in any one term, the Headteacher must notify the Governing Body of all exclusions regardless of their duration.

1.3 The Headteacher must contact the parent, ideally by telephone as soon as possible and also in writing within one school day and:

- Inform the pupil's parent of the period of exclusion, or that the exclusion is permanent
- Give reasons for the exclusion
- Advise the parent that he or she may make representations to the Governing Body's Discipline Committee
- Advise the parent how his or her representations may be made

1.4 The letter should also mention:

- a. the latest date by which the Discipline Committee must meet to consider the circumstances in which the pupil was excluded (except where the exclusion is for fewer than 5 school days in any one term, and would not result in the pupil missing a public examination);
- b. the parent's right to see and have a copy of his or her child's school record upon written request to the school;
- c. in the case of a **fixed period** exclusion, the date and time when the pupil should return to school, a reintegration meeting will be arranged following a fixed term exclusion. In the case of a **lunchtime** exclusion, the number of lunchtimes for which the pupil is being excluded, and if applicable the arrangements for the child to receive free school meals. Each lunchtime exclusion counts as a half day for the purposes of this policy);
- d. if the exclusion is **permanent**, the date it takes effect and any relevant previous history;

- e. the arrangements made for enabling the pupil to continue his or her education, including the setting and marking of work. It is the parent's responsibility to ensure that work sent home is completed and returned to school. The Local Authority (LA) will be responsible to provide the child education from the 6th day of the permanent exclusion.
- f. the name and telephone number of an officer of the LA who can provide advice;

2. The Role of the Governors

- 2.1** The Governing Body needs to keep under review the use of exclusion from the school, in the wider context of the school's Policy for Behaviour.
- 2.2** The Discipline Committee must meet if the parent wishes to make representations when a pupil is excluded for fixed periods totalling more than five school days in any one term, or when an exclusion would result in the loss of an opportunity to take a public examination. The committee must meet between 6 and 50 days after being notified of the representation. The committee must consider:
 - The circumstances in which the pupil was excluded
 - Any representation made by the parent and by the LA
 - Whether the pupil should be reinstated immediately, reinstated by a particular date or not be reinstated.
- 2.3** The committee must consider every permanent exclusion and any exclusion of more than 15 days (cumulative or on one occasion) no earlier than six school days and no later than fifteen school days after receiving notification of it. The committee must, if practical, consider the exclusion of a pupil who will miss a public examination, before it is due to be taken.
- 2.4** Following the Discipline Committee, the clerk should notify the parents and the LA of the decision, within one school day, giving reasons.
- 2.5** Where the committee has upheld the Headteacher's decision to permanently Exclude a pupil, the letter to parents should include the following information:
 - a. The reason for the decision;
 - b. Their right to appeal to an Independent Review Panel, together with the name and address of the person to whom any notice of appeal should be sent (normally the clerk to the appeal panel);
 - c. The date by which any notice of appeal should be lodged (15 school days after the day on which notice in writing was given of the Discipline Committee's decision. Where the notice is sent by first class post it is treated as having been given on the second working day after it was posted);
 - d. That any notice of appeal must set out the grounds on which the appeal is made.

3. Health and Safety

- 3.1** Health and Safety must always be considered when carrying out any activities. If there is a conflict between a policy, procedure, or scheme of work and a Health and Safety consideration, the latter will always take precedence.

This policy was reviewed by the Headteacher and the SMT in February 2018 and will be reviewed in March 2019.