



## Policy:

# Exclusions and Appeals

Adopted – July 2012

Reviewed – Spring 2018

Member of staff responsible: The Head Teacher

Review: Annually

Review Date: Spring 2019

## **EXCLUSIONS POLICY**

### **A Introduction**

As a school we feel it is important to promote a caring and supportive environment to enable all members of the school community to feel secure, respected and therefore promote good behaviour in others.

The development of personal qualities and social skills and the fostering of socially acceptable behaviour are an integral aspect of the school curriculum.

Exclusion is an extreme step and will only be taken in cases where;

- long term misbehaviour is not responding to the strategies and the safety and learning of others is being seriously hindered. In such cases pupils will be considered to have special needs. The procedures for meeting these needs are laid out in our Special Needs Policy;
- an incident of extreme seriousness has occurred and all parties need a short period to consider the best course of action.

### **B Extreme Behaviour**

From time to time, instances of extreme behaviour may lead the Head Teacher to decide that an exclusion, either for a fixed period or permanently, may be necessary. Such a decision will be made in the light of accumulated evidence which clearly directs the Head Teacher towards this conclusion. A pupil must have displayed one or more of the following gross behaviours persistently in order to become the subject of a possible exclusion:

- | serious violence towards pupils or staff
- | bullying behaviour including racism
- | foul language (directed at an adult)
- | defiance towards any authorised adult in the school
- | damaging school or others' property
- | refusal to work as directed in the classroom.

### **C Evidence of Poor Behaviour**

In most cases, except for the most extreme, the Head Teacher will have considered the following before making a decision about an exclusion:

- verbal reports from members of staff
- discussions with the pupil concerned
- discussions with the parent/s of the pupil concerned

Responses to any of the following:

- persistent loss of privileges;
- entries into the Head Teacher's behaviour record book;
- letters sent to parents reporting incidences of poor behaviour.

## D Procedures

Should the Head Teacher decide that an exclusion is appropriate, the following procedure will be instigated:

For fixed-period exclusions:

1. The pupil will be removed from the classroom.
2. The parents of the pupil will be asked to come to school to remove the pupil.
3. The parents will be informed of the decision and the reasons for it. The evidence leading up to the decision will be explained.
4. A letter of confirmation will be sent on the same day by first-class post outlining the reasons for the decision, the date upon which the pupil will be allowed back into school, the procedures for appeal which are open to the parents, and a copy of the DfE Guidance on exclusions.
5. The Chair of Governors will be informed, and a copy of the letter to parents made available.
6. The exclusion will be reported to the next full Governing Body meeting.

Work will be set for the pupil to complete at home during a fixed-period exclusion. This will be made available to the parents on the morning following an exclusion.

For permanent exclusions:

1. The pupil will be removed from the classroom.
2. The parents of the pupil will be asked to come to school to remove the pupil.
3. The parents will be informed of the decision and the reasons for it. The evidence leading up to the decision will be explained.
4. A letter of confirmation will be sent on the same day by first-class post outlining the reasons for the decision, the procedures for appeal which are open to the parents, and a copy of the DfE Guidance on exclusions.
5. The Chairman of Governors will be informed, and a copy of the letter to parents made available.
6. A special meeting of a delegated committee of the Governing Body will be called within fifteen working days of the date of exclusion, of which the parents and an external advisor will be notified, in order to consider the decision of the Head Teacher.

The procedures outlined in the DfE Guidance on ***Exclusion of Pupils*** will then be adhered to in respect of permanent exclusions.

## **E Exclusions Committee**

The Governing Body delegates authority to a committee comprising at least three governors, of whom the Head Teacher shall not be one.

The membership of the committee shall be agreed by the Governing Body as soon as there is a need to call a meeting of the Exclusions Committee

The committee is delegated the authority,

1. to consider:
  - the report of the Head Teacher in respect of the decision to exclude a pupil
  - the representations of the parents of the pupil (if present)
  - the representations of the external advisor (if present);
- 2 to question those involved, if appropriate;
- 3 to allow cross-questioning, if appropriate, as outlined in the LA procedures;  
and
- 4 to decide either to endorse the decision of the Head Teacher, or to direct the Head Teacher to reinstate the pupil.

The Chairman of the Exclusions Committee will inform those concerned of the outcome.

## **APPEAL PROCEDURE**

## **F Independent Review Panel**

If applied for within the legal time frame, the Academy Trust must, at their own expense, arrange for an independent review panel hearing to review the decision of a governing body not to reinstate a permanently excluded pupil

Parents may request an independent review panel even if they did not make a case to, or attend, the meeting at which the governing body considered the exclusion

The Academy Trust will take all reasonable steps to ensure the venue for the review is appropriate and to identify a date for the review that all parties are able to attend

The Academy Trust will constitute the panel with either three or five members representing each of the 3 categories below

- a lay member to chair the panel
- a governor who is neither a teacher or head teacher – not from Barrow 1618
- a Head Teacher – not from Barrow 1618

Barrow 1618 will take every care to avoid bias or an appearance of bias and so will the Academy Trust in appointing the Independent Review Panel. They will follow all of the statutory guidelines published by the DfE

**G Review of Policy**

This policy statement shall be reviewed at the Policy Review meeting of the Governing Body, meeting in July of each year.

**H Approval by Governing Body and Review Date**

This Policy has been formally approved and adopted by the Governing Body at a formally convened meeting of the Human Resources Committee with delegate powers

Signed: -----

Date: -----

Review date: -----