

St. Gregory's Catholic Primary School

Exclusions Policy



Walking Together in the Light of the Lord

Reviewed: October 2018

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This policy is written to comply with regulations, advice and guidance in the following documents:

- St. Gregory's Catholic Primary School Behaviour Policy
- DfE guidance 'Exclusions from Maintained Schools, Academies and Pupil Referral units in England'

Exclusions can be a worrying, upsetting and difficult time for school staff, parents and pupils. The school will endeavour to act in a way that is fair, proportionate, with consideration to the best intentions of the pupil concerned, other pupils and members of staff and the school. At St Gregory's, it is our policy to deal with all behavioural issues in an proactive, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. A pupil would only be excluded when he/she has breached the School Behaviour Policy seriously or persistently.

The process of exclusion that all schools must follow is based on DfE guidance. This guidance affects all pupils, including those who may be below or above compulsory school age. However, the guidance in relation to education provision beyond the sixth day, only applies to those pupils who are of compulsory age school and are excluded for more than six days. This means if your child is of compulsory school age, they will continue to receive an education provision beyond the sixth day of exclusion.

Purpose of this policy

This policy is designed to briefly outline the school's approach to exclusions within the statutory framework. It outlines only where the school applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the school.

1. Principles

1.1. 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 safe, respected and, therefore, promote good behaviour in others.

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

1.3. Exclusion is a sanction used by the school only in cases deemed as serious breaches of the School Behaviour Policy. A pupil may be at risk of an exclusion from school for:

- serious fighting
- verbal or physical assault of another pupil or adult;
- threatening/intimidating behaviour towards other pupils and/or adults;
- bullying behaviour including racism;
- use of derogatory language towards another pupil or adult;
- defiance towards any authorised adult in the school;
- damaging school or others' property;
- persistent and repetitive disruption of lessons and other children's learning;
- extreme misbehaviour, which is deemed outside the remit of the normal range of sanctions.

Evidence of Poor Behaviour

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

- Verbal or written reports from members of staff
- Discussions with the pupils concerned
- Discussions with the parent/s of the pupils concerned
- The previous behaviour of the pupil and how the child has responded to previous sanctions (such as time in isolation, missed lunch times etc.)

Types of Exclusion

a. A Fixed Term Exclusion from the school can only be authorised by the Head teacher or Deputy Head teacher acting on their behalf. If neither are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

Where an exclusion is of five or fewer days the school will expect parents to assume responsibility for an excluded child during school hours. Where an exclusion is of six or more days the school will assume responsibility for ensuring the child receives an appropriate education from the sixth day. Arrangements will be made on a case by case basis, the most common arrangement involving a temporary placement in a neighbouring school.

b. In the case of a Permanent Exclusion this can only be authorised by the Head teacher and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Head teacher of the school.

c. The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.

d. The school monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of an Exclusion

i. The pupil who has been excluded will have the reason for his/her exclusion explained to them by either the Head teacher, so that they understand the nature of their misbehaviour and why it is unacceptable.

ii. If an incident takes place at the end of the school day or after school that day, the parents of the pupil will be contacted and a meeting with the parents and pupil will be arranged for the next morning to investigate the incident and provide the pupil with an opportunity to discuss what took place and why before a decision to exclude is made.

iii. The parents will be notified as soon as possible of the decision to exclude and the reasons for the exclusion. The evidence leading up to the decision will be explained.

iv. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting.

v. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day, 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.

- vi. In the case of a Permanent Exclusion parents will be notified by the Head teacher in a face-to-face meeting.
- vii. The Chair of Governors will be informed, and a copy of the letter to parents made available.
- viii. The school administrator will record the nature and length of the exclusion on the schools SIMS system
- ix. The exclusion will be reported to the next Full Governing Body meeting.
- x. 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.

Why are exclusions sometimes extended?

Sometimes the school will set an initial exclusion period and this may then be extended. This happens because

- The full events surrounding the situation need further investigation or further information comes to light
- The school is waiting for other agencies to make further enquiries or to confirm support
- A multi-agency planning meeting needs to be arranged

Pupils Returning from a Fixed Term Exclusion

All pupils 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. A contract will be signed by parent, pupil and Head teacher.

For permanent exclusions:

e. A school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a Head teacher may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

f. In the case of a Permanent Exclusion this can only be authorised by the Head teacher and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Head teacher of the school. If your child has been permanently excluded, be aware that:

- The Head teacher will inform the parents of the decision in a face to-face meeting. The parents will be informed of the decision and the reasons for it. The evidence leading up to the decision will be explained;
- 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;
- The Chair of Governors and the Hearings & Appeals Governor will be informed, and a copy of the letter to parents made available;
- The school's governing body is required to review the Head teacher's decision and you may meet with them to explain your views on the exclusion;
- The Academy must provide full-time education up to the sixth day of a permanent exclusion;

- 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 will be notified, in order to consider the decision of the Head teacher.

2. Appeals

Right of appeal

Parents have the right to make representations about this decision to the Governing Body. If you wish to make representations contact the Clerk to the Governors, via the Main School Office, as soon as possible. Whilst the Governing Body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

Parents should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals> . Making a claim would not affect your right to make representations to the Governing Body.

Parents have the right to see and have a copy of their child's educational record. The School will be happy to supply a copy on request but due to confidentiality restrictions the School must be notified in writing. There may be a charge for photocopying. Any request will be responded to within 15 school days.

Information For your information the following sources of advice are available:

- <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/pupil-support-and-inclusion/attendance-and-behaviour/Pages/exclusions.aspx>
- The Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or on <http://www.childrenslegalcentre.com> The advice line is open from 8am to 8pm Monday to Friday.
- If your child has special educational needs you may wish to contact IASS who are a local source of independent advice. They can be contacted on 01604 364772, contact@iassnorthants.co.uk or at <http://www.iassnorthants.co.uk/education/Pages/exclusions.aspx>
- Statutory guidance on exclusion can be found at: <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/g00210521/statutoryguidance-regs-2012>

Appendix A

Fixed Period Exclusion from school

- Fixed period exclusions are either a set number of days. During this time your child must not return to school or enter the school premises.
- You will be notified immediately of an exclusion (usually by phone) and a letter must be sent to you within one school day of the Head teacher's decision. The letter should tell you the reasons for the exclusion (it should explain clearly what has happened), the length of the exclusion (in school days) and the date and time when your child must return to school.

- A child cannot be excluded from school for a period of more than 45 school days in any school year (either as a single sanction or cumulative). Once a pupil has reached the limit of 45 days, any subsequent exclusion will result in a permanent exclusion.

Long term fixed period exclusions (i.e. more than 15 days):

- If your child has been excluded for 15 school days or more over a term, then the Governing Body must meet to review the exclusion within 15 school days after the exclusion. The Discipline Committee can decide to uphold the Head teacher's decision or allow your child back in to school (called reinstatement). If your child would miss a public examination, the governors will try to hold the meeting before the date of the examination.
- The committee will have a clerk to record what is said and to ensure that everybody can state their case fairly.

Short term fixed period exclusions:

- If your child has been excluded for between 5.5 - 15 school days in a term (adding together all the exclusions that term), the Governing Body will meet within 50 school days, but only if you (the parent/carer) request to do so to review the exclusion. You are entitled to attend this meeting. Even if your child has returned to school, Governors can still say if they would have upheld the exclusion or not and place a statement of their views on your child's record. The school will write to you with details and the arrangements for this meeting.
- The school will make arrangements for off-site education from the 6th school day of a fixed period exclusion.
- If your child has been excluded for up to 5 school days, the Governing Body do not have to meet with you. However, you can make written representations if you wish, which must be considered within 50 days of the decision to exclude. The decision will be placed on your child's file. There is no right to an independent review for fixed period exclusions.
- Details of your child's exclusion will be entered on their school records.
- You have a right to see your child's school record. If you would like to do so, you will need to contact the school direct. During the first 5 days of an exclusion you must ensure that your child is not in a public place during normal school hours without good reason (This applies whether or not the parent is with the child). A failure to comply with this is an offence and you can be given a fixed penalty notice from the Local Authority.

Permanent Exclusion from School

- Permanent exclusion means that your child cannot return to the school or enter the school premises. Only the Head teacher has the right to exclude your child from school.
- You will be notified immediately of an exclusion (usually by phone) and a letter must be sent to you within one school day informing you of the decision to permanently exclude your child from school and the reasons why this happened.
- The Governing Body must meet within 15 school days of a Head teacher's decision to permanently exclude a child. You will be invited to attend this meeting with a friend or legal representative, as well as sending a written statement if you wish. The school will write to you with details and the arrangements for this meeting.
- After the Governor's meeting, you will receive a letter from the Clerk to Governors' stating the decision reached by the Governing Body and the reasons why. If the Governing Body uphold the

Head teacher's decision to exclude, then you have the right to have the Head teacher's decision reviewed by an Independent Review Panel (IRP).

- The Clerk to the Governors' will write to you to let you know when you must lodge your review by. This is within 15 school days of being officially notified by the Governing Body in writing.

- The role of the IRP, as an impartial body, is to review the decision of the Governing Body. The panel, in reviewing the decision, can make one of three decisions, which are:-

Uphold the decision of the Governing Body;

Recommend that the Governing Body reconsiders the matter, or

- If it considers that the decision of the Governing Body was flawed, when considered in the light of the principles applicable on an application for judicial review, the IRP can quash the decision of the Governing Body and direct the Governing Body to reconsider the matter.

- If you do not wish to have the exclusion reviewed, your child will be taken off roll at the school from which they were permanently excluded, the day after the Review period expires.

- If you decide to have the decision reviewed, your child's name cannot be removed from the school roll until after the outcome of your IRP is known or the period within which the right of review has elapsed (unless you formally waive your right to have the decision reviewed at an earlier date).

- The school has to provide education for your child for the first five school days of the exclusion. This is usually done by work being sent home to complete. The Local Authority will contact you in order to arrange provision from the 6th day and to discuss your child's needs to continue his/her education.

- You have the right to see your child's school records. You will need to contact the school direct if you wish to see these records.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS

- Schools should avoid permanently excluding pupils with an Education, Health and Care Plan. Where a child is excluded, the Head teacher should use the period between his decision to exclude and the meeting of the Governing Body, to work with the Local Authority to see whether more support can be made available or whether the Plan can be changed to name a new school.

Appendix B



Post Exclusion Re-admittance Form

Child: _____ Parent: _____

Staff: _____

I agree to be Ready, Respectful and Safe.

Ready:

I promise to show my teachers I am ready to learn by focusing in lessons and following instructions.

Respectful:

I promise to speak respectfully to those around me.

I promise to treat the environment around me with respect.

Safe:

I promise to act in a way that means that I am safe and that everyone around me is safe.

Signed: _____

Parent Comment:

Signed: _____

School Comment:

Signed: _____