



Pupils Exclusion Policy

This policy will be reviewed annually	
Policy reviewed:	May 2018 by LTB
Next review:	May 2019 by LTB

This policy is applicable to all pupils including those in the EYFS.

Introduction

This policy contains guidelines which will be adapted as necessary, explaining the circumstances under which a pupil may be excluded from the school. The policy applies to all pupils at the school but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees or withdrawal by their parents. The school recognises that it is unlawful to discriminate on grounds of a person's gender, race, ethnicity, disability, religion, age or sexual orientation. Full consideration has been given to those obligations in the drafting of this policy.

Interpretation: References to "parent" includes one or both of the parents, a legal guardian or education guardian. "Suspension" means that a pupil has been sent home for a prescribed period either to allow an investigation to take place or as a sanction in its own right. "Removal" means that following consultation parents are required to remove a pupil from the school where a pupil has been found to have committed serious or persistent misconduct. "Expulsion" means an immediate dismissal from the school following grave misconduct. "Exclusion" refers to any of suspension, removal or expulsion.

The following policies are relevant to this policy:

- behaviour management policy
- anti-bullying policy
- admissions policy
- acceptable use policy
- equal opportunities policy
- parent terms and conditions

Aims

The aims of this policy are:

- to support the school's behaviour and discipline code;
- to ensure procedural fairness and natural justice;
- to promote co-operation between the school and parents when it is necessary for the school that a pupil is to leave earlier than expected.

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Each pupil has a unique contribution to make to school life and the school wants to help them achieve this. However, all children can go through challenging times. We aim to include, not exclude, and we approach challenging behaviour in a supportive and positive way. We recognise that such behaviour can sometimes be symptomatic of other issues which require our support and understanding.

Exclusion of a pupil

A decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by the school. However, the physical and emotional health of our children and staff is our primary concern, and we accept, that in some situations, exclusion may be necessary. No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

Behaviour Outside School

The pupil's behaviour outside school on school business e.g. on school trips or at sports fixtures, is subject to the school's behaviour management policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place in school.

The Decision to Exclude a Pupil

If the head teacher decides to exclude a pupil they will:

1. Ensure that there is sufficient recorded evidence to support the decision;
2. Take account of any special educational needs when considering whether or not to exclude a pupil.
3. Explain the decision to the pupil and their parents and ask that the pupil be collected (if necessary);
4. Send a letter to the parents confirming the reasons for the exclusion;
5. In cases where a pupil has been suspended for more than 1 day:
 - Write confirming the lengths and any terms of the suspension;
 - give appropriate work to be completed at home;
 - Plan how to address the pupil's needs and integration back into their class on his return;
 - Plan a meeting with parents and pupil on his return.

Suspension

A suspension should be for the shortest time necessary and not usually for longer than a period of 3 days.

Persistent or Cumulative Problems

Suspension for a period of time for up to 3 days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These strategies are outlined in the behaviour policy.

Single Incident

Suspension may be used in response to a serious breach of school rules and policies. In such cases the head teacher will investigate the incident thoroughly and consider all evidence to support

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the allegation, taking account of the school's policies. The pupil will be encouraged to give his version of events and the head teacher will check whether the incident may have been provoked, for example by bullying or racial harassment. Any suspension will be at the decision of the head teacher who may consult with another senior member of staff and the governing body if appropriate.

Reasons for suspension:

- Serious breach of the school's rules or policies
- Risk of harm to the education or welfare of the pupil or others in the school.

Marking Attendance Registers Following Suspension

When a pupil is excluded temporarily, they should be marked as absent using Code E to denote "excluded".

Safeguarding

A suspension will not be enforced if doing so may put the safety of the pupil at risk. In cases where parents do not comply with the suspension by, for example, refusing or being unable to collect the pupil, the pupil's welfare is the priority. In this situation, depending on the reason for suspension, the school may consider an internal segregation until the end of the day, implementing the original decision from the time the pupil is collected from school, or, in more severe circumstances the school may contact outside agencies and/or the Police to safely take the pupil off site.

Temporary Removal from the School for Other Reasons

The head teacher may send a pupil home, after consultation with that pupil's parents and a health professional if appropriate, if the pupil poses an immediate and serious risk to the health and safety of other children and staff, for example because of an illness such as a notifiable disease. This is not a suspension and will be for the shortest possible time.

Expulsion or Removal

Expulsion or Removal of a pupil is a very serious decision and the head teacher will consult with the deputy head teacher and the governing body before making a decision to permanently exclude a pupil.

Reasons for Expulsion or Removal:

- Serious actual or threatened violence against another pupil or a member of staff
- Possession or use of an illegal drug on school premises
- Persistent bullying
- Persistent racial harassment
- Serious breach of the school's rules of policies
- Risk of harm to the education or welfare of the pupil or other pupils or staff in the school
- Irretrievable breakdown of relationship between parent and the school, where a parent has treated the school or members of its staff unreasonably.

Procedure for Review of Decision following Removal or Expulsion

Parents may request a review of the head teacher's decision to remove or expel a pupil. Parents should write to the secretary of the governors, stating their grounds for review, within **7 days** of being informed of the decision, who will appoint a review panel consisting of at least 3 governors from the governing body. The review panel will take the following steps:

- Review the school's decision in writing unless the parent requests a meeting.
- If required, convene a meeting between the parents and the review panel, to be held at the school premises, on a date as reasonably convenient to those involved in the process as can be arranged. A review will not take place in the school holidays. The review meeting and associated documents are private and confidential and all those concerned with it are required to maintain confidentiality subject to law.
- Inform the parents of their decision within 5 working days of the review panel. The decision of the review panel is final.

A record of the decision and the documents in respect of the review panel will be retained and kept confidential except where the school is required to disclose it by law.