



## Exclusion Policy

### What kinds of exclusions are there?

There are two types of exclusions:

1. **fixed term exclusion:** a pupil may be excluded for any period up to 45 days in any school year.
2. **permanent exclusion:** excluded from the school permanently.

Only the Headteacher can exclude a pupil from school. They must notify the pupil's parent or carer without delay, and also confirm in writing how long the period of the exclusion is for, the reason for the exclusion and the proposed date of readmission.

### Parental responsibilities during the exclusion period

Parents/carers are responsible for their child's education. You must therefore ensure your child is not found in a public place in school hours. If your child is found to be in a public place, without reasonable justification, then a penalty notice may be issued by the local authority.

### The school's responsibility during the exclusion period

The school will provide work for periods of exclusion. There will be a re-entry interview when the pupil returns to school, which parents are encouraged to attend. The reason for, and the events leading up to the exclusion will be discussed. Any subsequent consequences of the behaviour will be reviewed and plan agreed to move forward positively will be agreed. Where appropriate, restorative justice will be arranged by the Pastoral Co-ordinator, between parties involved in the incident.

### How many times can child be excluded?

The law allows a Headteacher to exclude a pupil for up to 45 days in an academic year.

### What if my child is due to take an exam or test during the exclusion period?

The school is a City and Guilds awarding body and exams and tests can be re-arranged easily by the school.

### **Fixed term exclusions**

The Headteacher has the power to exclude any pupil who has, in their view, committed a serious offence. No such decision will be taken lightly. After a fixed term exclusion the pupil will return to school. If you are unhappy with the fixed term exclusion you may wish to consider making a representation to the governing body. Refer to the Parental Complaints Policy and Procedure.

### **Permanent exclusion**

If a pupil has received the maximum of 45 days exclusion in one year and then re-offends, the Headteacher will have little choice but to permanently exclude.

For serious offenses, the Headteacher may decide to permanently exclude a pupil for the safety and wellbeing of other pupils and staff.

A non-exhaustive list of the sorts of behaviour that could merit exclusion includes:

- physical assault against pupils or adults
- verbal abuse/threatening behaviour against pupils or adults
- bullying (especially if it is severe or persistent)
- racist abuse
- sexual misconduct
- drug and/or alcohol misuse
- damage to property
- theft
- persistent disruptive behaviour
- parental behaviour

### **What happens if my child is permanently excluded?**

Once you have been informed of the exclusion and the incident(s) leading up to the decision, the school will inform the following organisations:

1. The governors
2. The local authority
3. The sending agency if no separate from the local authority.

The local authority will work with parents to find a new school.

### **Can I appeal against the Headteacher's and Governing Body's decision to permanently my child?**

Complaints should be put in writing, within 15 working days, to the Chair of Governors. Any request for a review received after that time will not be considered. If the governing body decides to confirm/uphold the Headteacher's decision to permanently exclude your child you can refer to the local authority.

The details of how appeal to the local authority will be detailed in your letter from the Headteacher (see appendix 1). If you are unsure of where to make the request you can contact the Headteacher or Deputy Head for advice.

**What happens if I appeal to the Local Authority regarding a permanent exclusion?**

You may be invited to attend a meeting of an Independent Review Panel (IRP). After considering your views, and the views of the Headteacher and the Governing Body of the school, the IRP, or your personal contact, will make a decision and inform you of it.

Having reviewed the decision of the Governing Body to permanently exclude your child, the IRP or key contact can only:

- uphold the exclusion (your child will not be allowed back into that school)
- recommend the Governing Body reconsiders the original decision (the Governing Body may still come to the same decision and not allow your child back into school)

**Once the exclusions process has completed, what education is my child entitled to?**

If the Governing Body has not reinstated your child they will be removed from the school roll once the exclusions process has completed. Your child should then attend the provision the local authority has arranged for you.



## Appendix 1

### Example Exclusion Letter

Dear.....

Unfortunately, I have decided to exclude ..... for a fixed period of ... day(s). The exclusion begins on.....and ends on.....

I realise that this exclusion may well be upsetting for .....and yourself, but the decision has not been taken lightly. The reason for the exclusion is.....

Please remember that..... should not be present in a public place during school hours during the exclusion period unless there is reasonable justification for this. We will set work for ..... to be completed on the day/s specified and returned to us on their return.

You and your child have the right to appeal this decision. To appeal you will need to contact Mr Barry Austin, Chair of Governors, at the school as soon as possible.

You are advised that the following sources of advice are available to you:

- Coram Children's Legal Centre. They provide free legal advice and information to parents on education matters. They can be contacted on 0808 802 008 or at <http://www.childrenslegalcentre.com>.
- The current Statutory Exclusion Guidance: <https://www.gov.uk/school-discipline-exclusions>.

You and ..... are requested to attend a re-entry interview on .....

Yours sincerely

Sue Hornby  
Head teacher