



Exclusions Policy

Drafted by: P. Walton

Approved by Governors on: September 2009

Reviewed: July 2011

Next Review: To be determined by Headteacher and Governing Body

Person (position, not name) to perform review: Assistant Headteacher i/c Student Care and Learning Support

This policy should be read in conjunction with all other policies and not as a standalone policy

Reasons for this policy

This deals with the policy and practice which informs the School's use of exclusion. It is underpinned by the shared commitment of all members of the School community to achieve two important aims:

1. To ensure the safety and well-being of all members of the School community, and to maintain an appropriate educational environment in which all can learn and succeed;
2. To realise the aim of reducing the need to use exclusion as a sanction.

Introduction

The decision to exclude a student will be taken in the following circumstances:-

1. In response to a serious breach of the School's Student Behaviour Policy;
2. If allowing the student to remain in School would seriously harm the education or welfare of the student or others in the School.

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Head, the Deputy Head who is acting in that role).

Before considering any length or form of exclusion it is first necessary to address the following:

- Does the student have a special need? Was this a contributing factor in the incident? Has the student received or is the student receiving the support outlined on his/her IEP?
- Is the student a Looked After Child or are they subject to a Child Protection Plan? Would the terms of the exclusion impact on the safety or well-being of the child?
- Is this the first offence by the student?
- Have other intervention strategies been deployed?
- Has the member of staff involved followed procedure?
- Does the student have a history of such behaviour? Is it recorded on their file along with action taken?
- Where there is a victim, seek to clarify their feelings, level of physical harm, fear/threat and emotions.



As in any incident, always contact the parent/carers of the students involved (victim and aggressor)

Guidelines for exclusions

Exclusion Procedures and practice

Whenever the Headteacher or teacher in charge excludes a student, the parent(s)/carer(s) (or student if aged 18) must be notified immediately, ideally by telephone call followed up by a letter.

When the parent/carers must be notified in writing depends on when the student is excluded, that is:

- Where the student is excluded at the end of the afternoon session and the exclusion takes effect from the next school day, notice must be given before the start of that day.
- Where the student is excluded in the morning session and the exclusion takes effect from that afternoon, notice must be given before the start of the afternoon session.
- Where the student is excluded in the afternoon session and the exclusion takes effect that afternoon, the notice must be given by the end of the afternoon session.

Notices must be in writing and must state:

- for a fixed period exclusion, the precise period of the exclusion
- for a permanent exclusion, the fact that it is a permanent exclusion.
- the reasons for the exclusion.
- the parents'/carers' right to make representations about the exclusion to the Governing Body and how the student may be involved in this.
- the person whom the parents/carers should contact if they wish to make such representations (this will be the Headteacher's PA).
- the school days on which the parent/carers is required to ensure that their child is not present in a public place during school hours without justification; and that the parent/carers may be prosecuted, or may be given a fixed penalty notice, if they do not do so.
- the arrangements made by the school for enabling the student to continue his/her education during the first five school days of an exclusion, including the setting and marking of work. It is the parents'/carers' responsibility to ensure that work sent home is completed and returned to school.
- the school days on (or school day from) which the student will be provided with alternative suitable full time educational provision and will be required to attend such alternative provision, if the parent/carers is not otherwise notified of this information. Separate notification of these details can be sent later if more time is needed by the school or LA to make arrangements. In the case of a fixed period exclusion the parent/carers must be given this information in



writing at least 48 hours before the education is to be provided. In the case of a permanent exclusion, on receiving details of the provision, its location, start times and transport arrangements if appropriate, from the relevant local authority, the head teacher should advise the parents/carers in writing and confirm to the local authority that these details have been passed on.

- that, if appropriate, the parent/carer will be invited to attend a reintegration interview and that the parents'/carers' failure to attend will be a factor taken into account by a magistrates' court when deciding whether to impose a parenting order, if this is applied for. Details of time, date and location of the interview should be included in the letter for exclusions of up to five days. For longer exclusions separate notification of these details can be sent nearer to the date of the proposed interview. Any proposed interview should be held no later than the fifteenth school day, following the student's return to school.

Letters to parents/carers should also mention:

- the latest date by which the Governing Body Disciplinary Subcommittee must meet to consider the circumstances in which the student was excluded (except where the exclusion is for a total of not more than 5 school days in any one term, and would not result in the student missing a public examination.
- the parents'/carers' right to see and have a copy of his or her child's school record upon written request to the school.
- in the case of a fixed-period exclusion, the date and time when the student should return to school.
- if the exclusion is permanent, the date it takes effect and any relevant previous history.
- the name and telephone number of an officer of the LA who can provide advice, for the appropriate officer for Ealing phone :020 8825 5070
- in the event of a permanent exclusion, if the student lives outside the LA in which the school is located, the Headteacher/ teacher in charge must also advise the home LA of the exclusion, so that they can make arrangements for the student's full-time education from and including the sixth school day of exclusion.

Reporting exclusions

- Fixed period exclusions totalling five or fewer school days in any one term must be reported for monitoring purposes to the Governing Body and LA once a term.
- Detailed exclusion reports must be sent to the LA and Governing Body. The details should include:
 - the length of the exclusion
 - the reason for the exclusion
 - the student's age, gender and ethnicity;



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- whether the student has a statement of SEN, is being assessed for such a statement, or has an additional need.
- whether the student is looked after, as defined in section 22 of the Children Act 1989
- for fixed period exclusions of students of compulsory school age, where the exclusion is for more than five school days, what alternative provision has been put in place for the student.

Involvement with drugs, offensive weapons (any items made or adapted, for causing, or intending to cause, injury), extreme acts of violence and persistent lack of co-operation will result in permanent exclusion from the school.

In exceptional cases the school can authorise leave of absence for a fixed period, with the parents'/carers' agreement, or, exercising powers delegated by the governing body (sec 29 /3 Education act 2002), can arrange for the student to be educated elsewhere (without parental approval). This may happen where:

- **a student is accused of committing a serious criminal offence which took place outside the school's jurisdiction;**
- **a serious allegation has been made against a student by another student or member of staff at the school, which is subject to a police investigation.**

Pending the conclusion of any such criminal proceedings, the student's continued presence in the school may have an adverse effect on the complainant, and on the promotion of good order and discipline at the school and therefore that student may be removed.