

Exclusion Policy

Approved by RET Board

Approved on March 2016

SLT contact Headteacher

Revision due Every two years



Becket Keys
Church of England School



1. Rationale

- a. The policy has been written with due regard to the requirements of 'Exclusion from maintained schools, academies and pupil referral units in England' DfE May 2012
- b. At all points the procedures it sets out are followed by this school in relation to exclusion

2. Reasons for Exclusion

- a. Behaviour for which exclusion may be used includes:
 - Actual or potential physical violence by the student towards other students or adults in the school community
 - Seriously disruptive behaviour such as might prevent the proper conduct of a class or classes, seriously interfere with the learning opportunities of others or lead to a breakdown in school discipline
 - Conduct which would endanger other students
 - Illegal activities on a school site, while on a school trip, at a place of authorised work experience or on journeys to or from school (e.g. theft, vandalism or possession, use or supply of illegal drugs).
 - Racial abuse or harassment
 - Harassment, intimidation or verbal abuse of staff or students
 - Failure to respond to the school's usual range of sanctions
- b. The term of exclusion will be dependent on the seriousness of the offence.
 - i. Where a very serious offence has occurred, such as a deliberate physical assault, a longer term of exclusion will be used.
 - ii. Serious misbehaviour may result in immediate, permanent exclusion. The Assistant Headteacher will keep a central record of all exclusions. These records will be presented to Governors' Student Curriculum and Standards Committee three times a year.
- c. When a student refuses to wear school uniform this may be a reason to ask them to 'leave the school premises briefly to remedy breaches of the school's rules on appearance and uniform' as distinct from being excluded from school.
- d. The exclusion of students for reasons of non-attendance will not be used. The Education Welfare Service will use alternative sanctions including use of the courts.

3. Fixed Term Exclusions

- a. The Headteacher has the authority to exclude from school any student for a period of up to 45 school days in one year.
- b. Where this is considered appropriate, the details of the exclusion, as required by the Act, will be communicated to the parents/carers on the day the decision is made, firstly by phone and then confirmed in writing. The letter shall include:
 - i. The reason for the exclusion
 - ii. The requirement to arrange to meet a member of the Senior Team in school to discuss the student's readmission to school
 - iii. The period of the exclusion
 - iv. Arrangements for the education of the student should the exclusion last beyond 5 school days
 - v. The parents'/carers' right to appeal to the Governing Body.
 - vi. The requirement for the parents/carers to ensure that the excluded student is not present in a public place during normal school hours without reasonable justification
 - vii. At the readmission meeting, undertakings of future good behaviour shall be sought and conditions set for re-admittance. The meeting shall include a member of the School's Senior Team and, where possible, the student's tutor and other members of staff involved with the student's education and welfare.
- c. During the period in which a student is excluded from school, the student should do work at home.

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- d. Any outstanding homework or coursework should be completed and returned to the School for marking. Where exclusion covers a public examination period, the School will liaise with parents/carers about the arrangements for the examination to be taken.

4. Permanent Exclusion

- a. The 2006 Act states that a decision to exclude a student permanently should be taken only:
 - i. in response to serious breaches of the school's behaviour policy and,
 - ii. if allowing the student to remain in school could seriously harm the education and of others in the school
- b. Where consideration is being given to this course of action the Headteacher should consult the RET CEO or an RET Senior Adviser in order to acquaint him/her with the circumstances of the case and also enlist the Local Authority's support and that of any other appropriate bodies.
- c. Once the decision to exclude permanently has been taken the procedures in the DfE guidance on exclusion from School should be followed (2012). RET standard letters should be used as a template.
- d. Notice of Intention to make representations, by parents must be made within seven days. An Exclusion Hearing Panel (with delegated powers from GB) must be convened within fifteen school days of the notice of permanent exclusion. The parents/carers have the right to appeal/make representation to the panel and the right to be accompanied by a friend or representative.
- e. Parents/carers have the right of access to a student's school record. The School must comply with each request within fifteen school days. A copying charge may be imposed.
- f. Parents/carers have the right of appeal to an Independent review panel after attending the Exclusions Panel and even if they have not attended.

5. Responsibilities of the Governing Body

- a. The governing body reviews certain exclusions and considers any representations made by the parents/carers of the excluded student. The governing body delegates all of its functions in respect of exclusions to a committee consisting of three governors, called the Exclusion Hearing Panel.
- b. The quorum for the Exclusion Hearing Panel is three members. If any governor has a connection with the student, or detailed knowledge of the incident(s) that led to the exclusion, which could affect his or her ability to act impartially, he or she should step down.