

Exclusion Policy

Approved by RET Board/Local Governing Body Approved on September 2013

SLT contact Headteacher

Revision due Annually



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.

Exclusion Policy

Approved by RET Board/Local Governing Body Approved on September 2013

SLT contact Headteacher

Revision due Annually



RUSSELL EDUCATION TRUST

- 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 Local Authority Inclusion Officer and Local Authority Legal Services in order to acquaint him/her with the circumstances of the case and to 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.
- d. Appeal to the Governing Body must be made within seven days. An Exclusion Hearing must be convened within fifteen school days (if possible). The parents/carers have the right to appeal 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 – at this school this is convened using arrangements agreed with the Local Authority.

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 Appeal Committee.
- b. The quorum for the Exclusion Appeal Committee is three members. If any governor has a connection with the student, or knowledge of the incident that led to the exclusion, which could affect his or her ability to act impartially, he or she should step down.