

Section: Professional Matters



EXCLUSIONS POLICY

Statutory

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Last Reviewed: 11 July 2016
Ratified by Governors: 16 November 2016
Next Review Date: Summer 2018

EXCLUSIONS POLICY

This Exclusions policy is also consistent with the following school policies:

- Equalities policy
- Behaviour policy

The Law

The law allows headteachers to exclude pupils for up to 45 days in a school year as a result of behaviour that takes place in or outside of school. At Cams Hill School, a Fixed period exclusion will normally not exceed three (3) days and this length of time would only be for a serious offence (very serious/repeated offences could lead to longer exclusions).

Fixed Period Exclusions

- A parent/carer should be notified of the exclusion as soon as possible and **before** the pupil has been told. Ideally, this should be by telephone. The telephone call should be followed by a letter within one school day. The exclusion will normally begin the next school day.
- We are required to inform the parent(s)/carer(s) in the letter of the reasons leading to this exclusion and their right to make representations to the Chair of Governors. If the parent(s)/carer(s) request a hearing, this should be done within seven (7) school days of the letter.
- The parent(s)/carer(s) will also be given the name and contact number of the Exclusions Officer at the Local Education Office - this information is on the exclusion letter.
- The parent(s)/carer(s) has/have the right to access the child's school record which, if requested in writing, should be made available within 15 school days or sooner.
- The Governing Body has the power to direct the Headteacher to reinstate a pupil who has been excluded for a fixed period in excess of five (5) days or where a pupil may miss a public examination.
- Where a fixed period exclusion would result in a pupil missing a public examination, arrangements will almost always be made to ensure that the pupil can take this exam.
- Pupils normally return immediately after the period of exclusion has expired and should be accompanied into school by their parent(s)/carer(s) for a readmittance meeting with a member of the Senior Leadership Team (SLT).
- The school is required to set work and monitor progress (wherever practically possible) for both fixed period and permanent exclusions while the pupil is on the school roll.
- The Headteacher should inform the governing body and the local authority as soon as practically possible of:
 - All permanent exclusions
 - Any fixed period exclusions which would result in the pupil being excluded for more than five days in one term
 - Any exclusion which would result in the pupil missing a public examination
- For all other exclusions, the statutory guidance is that the Headteacher must notify the local authority and governing body once a term. However, the school will continue to inform the Local Authority each time a pupil is excluded.

Governors' Disciplinary Committee (GDC)

- For fixed period exclusions which do not bring a pupil's total number of days excluded to more than five in a term, a Governors' Disciplinary Committee must consider any representations made by parents, but it cannot direct reinstatement and it is not obliged to meet with parents.
- A Governors' Disciplinary Committee must, in the case of one or more Fixed period exclusions totalling more than five but not more than 15 school days in any one term (total) for an individual pupil, convene a meeting between the sixth and the 50th school day after

receiving the notice of exclusion, to consider the exclusion, if the parent(s)/carer(s) request a meeting.

- A Governors' Disciplinary Committee must, in the case of a permanent exclusion, or one or more fixed period exclusions totalling more than 15 school days in any one term, or 45 days in a school year, convene a meeting between the sixth and the 15th school day after the date of receipt to consider the exclusion.

Procedures

All exclusions are ultimately the responsibility of the Headteacher. However, the following members of staff have delegated powers to issue sanctions:

Sanction	Delegated responsibility
Internal withdrawal	Key Stage/Year Manager/Assistant Headteacher
Fixed period exclusions (1-2 days)	Deputy Headteacher (Behaviour)
Fixed period exclusions (3+ days); Permanent exclusion	Headteacher

Permanent exclusion

There will be exceptional circumstances where, depending on the context, in the Headteacher's judgment, it is appropriate to Permanently Exclude a child, and in extreme circumstances for a first or one-off offence. These might include:

- serious actual or threatened violence against another pupil or member of staff
- sexual abuse or assault
- supplying an illegal drug whilst en route to or from school and in uniform or on the school site
- carrying an offensive weapon
- persistent breach of school rules, including bullying (which includes racist or homophobic bullying)
- possession and/or use of an illegal drug on school premises

Appeals Procedures

The school adheres to the guidance outlined in the following documents:

- Exclusion From Maintained Schools, Academies and Pupil Referral Units in England (DfE)
- Exclusions Guidance for Hampshire Schools: Summer 2015 (Hampshire LA)

Details of the appeals process are sent to the parents(s)/carer(s) of the pupil in the exclusion letter.

Procedures leading to a Fixed Period Exclusion

- All investigations will be carried out in a sensitive, thorough and objective manner.
- Statements from staff and pupils should be in writing, with a date and signature. It is acceptable for a member of staff to scribe for a pupil as long as the pupil has signed the statement.
- Staff will make representation to the Deputy Headteacher (Behaviour) for consideration of sanction to be applied.
- Parent(s)/carer(s) will be telephoned to explain what has happened, the length of exclusion, and to notify them of the day and time of readmittance to the school.
- A letter will be sent home explaining why the pupil has been excluded, confirming the day and time of readmittance and stating who will be present at that meeting. (This letter also gives notification of the right of representation to the Governing Body as well as the contact details for the Local Authority).
- Where practicable, the pupil should leave school with sufficient work to do at home (Key Stage Manager/Year Manager to arrange in all cases). If this is not feasible, work should be left at Main

Reception. For exclusions of more than five days the school will make alternative provision for the pupil's education.

Readmittance

A readmittance meeting is important to establish the basis on which the pupil is returning and what further action or support may be required/available as applicable.

This meeting will be chaired by a member of SLT. Actions/ targets should be agreed when applicable and reviewed after one week.