



Ryhall Church of England Academy

POLICY STATEMENT EXCLUSION PROCEDURES

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Senior Team Responsibility:	K Kato
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Associated Documentation:

- Behaviour Policy
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- DFE, Exclusion from maintained schools, Academies and pupil referral units in England, 2012 (updated 10 Feb 2015)

Summary: These Guidelines provide supplementary information to Parents/Carers in the event of a pupil exclusion.

Exclusion Procedure - A Guide for Parents and Staff

This is a guide to the way exclusions are handled at Ryhall CE Academy. It is to guide staff in the lead up to exclusion and to explain to staff and Parents/Carers why we follow these procedures.

1. Investigation

The facts of the case are investigated by someone other than the person who will have to make the decision whether to exclude or not. This is usually the teacher, SENDCo or KS1/KS2 leader. The Headteacher usually makes that decision so will not take part in the investigation.

In some cases there is no dispute about the facts. If there is a question about them evidence is collected so the Headteacher can make a judgement 'on the balance of probabilities.'

2. The Decision

The Headteacher makes her judgement about what the facts are 'on the balance of probabilities.'

After a decision has been made on the facts the Headteacher makes a decision on whether a student should be excluded and for how long.

The following always mean exclusion:

- bringing an offensive weapon into school
- violent bullying or assault
- swearing at teachers or in a way that others might reasonably seem to others to have been aimed at a teacher
- malicious damage to College property
- possession of banned substances

These are not the only actions that can lead to a student being excluded. Any act that brings the school into disrepute or shows a deliberate challenge to the authority of the school or its staff may lead to an exclusion.

Once the decision to exclude has been made, the number of days depends upon:

- the severity of the behaviour
- the child's previous behaviour record
- the need to deter others

Where a child has behaved in a way that shows that they are unable to behave properly in school without support, an exclusion may be imposed that keeps the child out of school until additional support can be arranged. Exclusions will not be negotiated.

Whilst a pupil is excluded they have no right to be on school premises and are committing a trespass if they enter on them at any time, for any purpose.

3. While a child is excluded it is the duty of the school to provide work. For an exclusion of up to two days the child should engage in activities that will not put them behind e.g. Show What You Know homework, spellings, reading.

For exclusions of three to five days, the school will collect work from the class teacher and make arrangements for the work to either be posted home or collected by the Parents/Carers. Parents/Carers are responsible for ensuring that the child completes the work set, and that it is returned to school

The school is responsible for ensuring that full-time education is provided from the sixth school day of a fixed period exclusion. This will not be on the school site.

4. Informing Parents

The law requires that the school should make reasonable efforts to inform parents as soon as possible of an exclusion. This will be done by telephone by the Headteacher (or she will deputise in the case of her absence).

When a child is excluded from school, it is the responsibility of the Parent/Carer to ensure their child is not found in a public place during normal school hours on the specified days of exclusion.

5. Post-Exclusion Meeting

Parents are asked to meet the Headteacher before the child joins his/her class again. The purpose is to discuss what can be done to ensure that this kind of thing does not occur again.

The purpose of the post-exclusion meeting is for the child to accept responsibility, showing remorse for their actions and making assurances to the Headteacher that there will not be a repeat of the behaviour. If this is not forthcoming the child and Parent/Carer may be asked to return for a subsequent meeting, when these assurances can be made.

6. The aim of exclusion is to try to make sure that unacceptable behaviour or persistent misbehaviour is not repeated. With everybody's co-operation this can be achieved.

Reporting to Governors. Details of exclusions are reported to Governors six times a year.