

Exclusion Policy

Suspension and Exclusion Policy Statement

This policy is in line with the School's aims including the provision of a quality learning environment free from threat, fear and criticism that enables all to realise their full potential as citizens of society. Before exclusion of any kind is considered the normal sanctions as outlined in the School Behaviour Policy would usually have been followed and contact with parents would have been made.

Objectives

Our objectives are to:

- set out clearly how to deal with an exclusion without impugning the rights of an individual pupil;
 - promote good behaviour and to show disapproval of unacceptable behaviour;
- sustain an environment in which all pupils can learn and in which all students and staff are free from fear, threat or any impediments to the teaching and learning process.

On extremely rare occasions, a pupil's behaviour in school may be deemed to be so unacceptable as to warrant:

- that the pupil be excluded – this will be an internal exclusion and would not be recorded on their personal file
- that the pupil be excluded from school for a short period – this will be recorded on their personal file
- or the parents asked to remove him or her permanently – this will be recorded in the pupil's personal file and passed on to any subsequent institution as necessary.

Such extreme sanctions would not be considered unless there were very serious grounds, for example persistent and deliberate bullying, deliberate and sustained refusal to accept the school's authority, being under the influence of drugs or alcohol during the school day, or any criminal actions such as theft. All incidents considered should be at the discretion of the Headteacher.

Exclusion Procedure and Process

Before such a sanction is imposed, there will have been a full and swift investigation of the matter within school. Parents will be informed in the event an incident and of the basis for the school's concerns. Parents will be invited to talk the matter over with the Headteacher as appropriate, either on the telephone or in a meeting. Should it appear that a criminal investigation might be warranted, parents will be invited to school to be with their child while the matter is discussed and any decisions about police involvement are made. The child's form teacher will be part of the discussions throughout, to support the child.

A severe sanction, such as exclusion would only be imposed by the Headteacher after consultation with the Chair of the Board of Governors.

Exclusion Procedures

Evaluation and Review

The Suspension and Exclusion Policy will be monitored by the Headteacher in the first instance, by the Governors and through a staff meeting to gain the teacher's perspective.

Records

All records are kept centrally by the Headteacher in a lockable cupboard in the Headteacher's Office.

In relation to Exclusion the member of staff who witnesses an incident should report to details to the Headteacher taking along all those involved and any witnesses.

The Headteacher will record the incident (date, time, where and who – with a brief account) on the relevant record sheet/book.

The Headteacher will co-ordinate an investigation as to what happened, why, where and who was involved. All those involved and witnesses will be interviewed and notes taken by the relevant member of staff, i.e.:

- The member of staff who witnessed the incident
- Any witnesses
- The person (s) involved
- The investigator

After investigations have taken place and there is a clearer picture of what happened the relevant member of staff will meet the Headteacher to discuss this and how to proceed.

The Headteacher will meet those involved to discuss the matter and how she plans to proceed. Parents may be telephoned, called in or a letter sent home

All written/typed records from all parties are filed away by the Headteacher.

If parents disagree with the sanction imposed or believe that the child has not been treated fairly, they may appeal against the sanction. The procedure for doing so is described in the Complaints Policy.

(May 2017 to be reviewed May 2019)