



St Mary's Church of England Primary School  
Established 1845

## Exclusion Policy

It is the policy of St. Mary's CE Primary School to try to deal with all behavioural issues in a proactive, positive way, employing a wide range of strategies, to avoid such issues reaching the point of exclusion. (See Behaviour Management Policy). However, should the need arise, the School will ensure that the exclusions process is applied fairly and consistently and that the process is understood by governors, staff, parents and pupils.

Only the Principal can exclude a pupil from school and will be taken only following a sustained period of unacceptable behaviour; if allowing the pupil to remain in school would seriously harm the education or welfare of others or a single case of an extremely dangerous and/or violent act. In deciding whether to exclude a pupil, either permanently or for a fixed period, the Principal will consider all the relevant facts and evidence; allow the pupil to give their version of events and consider whether the pupil has special education needs. The Principal will adopt the following approach, in deciding a **Fixed Term** exclusion:

- The child will be excluded for whatever period is judged by the Principal to be appropriate to the circumstances.
- Parents/guardians will be notified immediately by telephone and asked to remove their child from the school.
- They will be given a formal letter outlining the reasons for exclusion, and information about parents' right to make representations to the governing board. Parents will be notified that they are legally required to ensure their child is not present in a public place during school hours without good reason.
- The Chair of Governors will be notified at the time exclusion is decided upon and the Governing Body, at each meeting will be informed of any permanent exclusions, fixed term over 5 school days or those resulting in missing SATS.
- Wherever possible, work will be provided for the child to do at home.
- The school will then put in place a reintegration programme for the pupil on his/her return, be this fully after the 3 days or in stages. The package will include input from the Principal, staff at the school, parents, and, if deemed appropriate, the child.
- A meeting will be held between the Principal, Chair of Governors and Parents/Carers before the child returns to school.
- It is hoped that in most cases following a fixed term exclusion, the child will be able to return to school and that the reintegration programme will promote in him/her a more positive attitude and a subsequent improvement

in behaviour. This will be monitored by the use of a home school behaviour diary or putting a pupil on an internal school report.

- A fixed term exclusion may be repeated if necessary, but the total number of days excluded for any one child must not exceed 45, in one year.

Should it be decided, for whatever reason, that the matter needs to be put in the hands of another agency, e.g. the incident leads to the discovery that there is a Child Protection issue, the school will continue to monitor the situation and work closely with that agency.

### **Considering the reinstatement of a pupil:**

An exclusions committee will be convened to consider reinstatement of an excluded pupil within 15 school days of receiving notice of the exclusion if:

- the exclusion is permanent
- a fixed term exclusion of more than 15 days in a term
- if the pupil would miss statutory tests (SATs).

If requested to do so by parents/guardians, the exclusions committee will consider reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded for more than 5 school days but less than 15 in a single term.

The exclusions committee can either: decline to reinstate the pupil or direct the immediate reinstatement of the pupil or on a particular date. They will consider whether the exclusion is lawful, reasonable and fair; whether or not a fact is true 'on the balance of probabilities' as well as any evidence presented.

Where an exclusion is permanent and the committee declines to reinstate the pupil, the parents may apply for an independent review within 15 school days of the notice of the committee's decision. The independent panel of three will not include any staff or governors of St Mary's or any person connected to the incident(s) leading to the exclusion. The panel should include two past or present governors or headteacher from another school and a clerk who have received the relevant training two years prior to the review.

Date Implemented: July 2018

Approved by: Madeleine Spinks Chair of Governors

Person Responsible: Peter Kyles Principal

Review Date: July 2021