



St Mary's Church of England Primary School  
Established 1845

## Exclusion

It is the policy of St. Mary's CE Primary School to try to deal with all behavioural issues in an active, 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 apply the law on exclusions, as it applies to maintained schools.

Where the need for exclusion does arise, following a sustained period of unacceptable behaviour or a single case of an extremely dangerous and/or violent act, the Principal will adopt the following approach, in making 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 details of the exclusion process and of the procedures they may wish to adopt e.g. appeals procedure.
- The Chair of Governors will be notified at the time exclusion is decided upon and the Governing Body, at each meeting, will be informed on any exclusions.
- Wherever possible, work will be provided for the child to do at home.
- The school will then put in place a "rescue (**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 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.

In extreme circumstances or where all other procedures have failed, the Principal has the power to make a **Permanent Exclusion**. In this case:

- 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 details of the exclusion process and of the procedures they may wish to adopt e.g. appeals procedure.
- The Chair of Governors will be notified at the time exclusion is decided upon and the Governing Body, at each meeting, will be informed on any exclusions.

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.

It is hoped that in most cases following exclusion, the child will be able to return to school and that the rescue 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.

**Appeals:** If parents/guardians wish to appeal against an exclusion decision, they should do so, in writing to the Chair of Governors, no later than three days after the commencement of the exclusion. When an appeal is lodged a panel will be set up involving three people not previously involved with the issue, to re-examine the whole matter; one member of this panel should be independent of the management and running of the school. The complainants may be accompanied, if required. When it is clear that a panel will be required to resolve the issue, every effort will be made to convene a meeting **within one week** or, if this is not possible, as soon as is feasible thereafter.

Date Implemented: 1st January 2017

Approved by: Madeleine Spinks Chair of Governors

Person Responsible: Peter Kyles Principal

Review Date: 1<sup>st</sup> September 2019