



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). Pupils can be excluded permanently or for one or more fixed periods up to a maximum of 45 days per academic year. If an exclusion is considered necessary, 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. All exclusions will be formally recorded.

Only the Principal can exclude a pupil from school and will only be taken if they breach the School's behaviour policy seriously or persistently and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school. In deciding whether to exclude a pupil, either permanently or for a fixed period, the Principal will consider the school's responsibilities under the Equality Act 2010. Pupils with education, health and care plans or statements of special educational needs are especially vulnerable to the impact of exclusion and their permanent exclusion should be avoided.

The School will follow these procedures:

- 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 of the period of the exclusion and reasons for it. They must also inform parents of their right to make representations about the exclusion to the governing body and how this can be done. 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. All of this should also be done in writing.
- 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 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. 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.
- If a pupil is excluded for more than 5 days, the governing body must arrange suitable alternative full-time education, which must begin no later than the 6th day of the exclusions. For permanent exclusions, the pupil's 'home' local authority is responsible for providing alternative education.
- The governing body is legally required to consider parents' representations about an exclusion, and in some cases must also consider whether an excluded pupil should be reinstated. If parents disagree with the decision not to reinstate their child, they can request that it be considered by an independent review panel.

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 last reviewed: June 2021

Approved by: Madeleine Spinks (Chair of Governors)

Person Responsible: Peter Kyles (Principal)

Review Date: July 2023