

## **St. Peter's Catholic School**

### **EXCLUSIONS POLICY**

This policy is written to comply with regulations, advice and guidance in the following documents:

- DfE guidance 'Exclusions from Maintained Schools, Academies and Pupil Referral units in England' Published, September 2017
- St. Peter's Catholic School Behaviour & Discipline Policy

#### **Deciding whether to exclude a pupil**

The School view the education of each and every pupil to be a serious matter. The school will endeavour to act in a way that is fair, proportionate, with consideration to the best intentions of the pupil concerned, other pupils and members of staff and the school.

A pupil would only be excluded when he/she has breached the schools Behaviour & Discipline Policy seriously or persistently. The school will always take into account any other contributing factors when deciding to exclude and all contributing factors will be considered when considering the support required as part of the reintegration process following an exclusion.

#### **Investigations leading to exclusion**

The school will make every effort to be fair in making decisions regarding exclusions. The pupil will have the opportunity to make a full written statement as soon as possible after the incident; members of staff and other pupils will also be asked to give their accounts of the incident(s). If a pupil is unable to write a statement then it can be dictated and written by a member of staff.

The Headteacher will then review the evidence and decide whether an exclusion is necessary and, if so, how long it will be. When there is contradictory or uncertain evidence, the Headteacher must decide 'on the balance of probability' which account of the incident(s) is most likely to be correct.

#### **Fixed Term Exclusions**

The school will sometimes exclude a pupil for a fixed number of days (to be determined by the Headteacher on the basis of the seriousness of the incident, the previous behaviour of the pupil and other relevant circumstances). At the end of the exclusion, the student will be re-admitted to the school following a formal meeting between the student, parents and senior member of staff.

The school may exclude a student while an investigation takes place (if the student's presence at school would be detrimental to the investigation or if the incident being investigated is very serious); under these circumstances, the length of the exclusion will not necessarily be known at first. Similarly, if additional information becomes available after the length of the exclusion has been decided, the Headteacher may shorten or extend the exclusion. Parents will be made aware of this at the earliest opportunity.

The school recognises that exclusions over five days require different arrangements. Where an exclusion is of five or fewer days, parents assume responsibility for an excluded child during school hours. Where an exclusion is of six or more days the school will assume responsibility for ensuring the child receives an appropriate education from the sixth day. Arrangements will be made on a case by case basis, the most common arrangement involving a temporary placement in a neighbouring school. School will inform parents of the specific arrangements during the initial exclusion period including dates, times and location.

Notification for parents is made in a number of ways. A formal letter setting out the reasons for the exclusion, the period of the fixed term, who to contact for further information and work, the return date and parent's rights to appeal, together with statutory legal information is normally sent the same day by first class post to the primary address and a member of the administration team will call the telephone number(s) available to further inform parents. A copy of the letter will be given to the pupil who is being excluded.

### **Permanent Exclusion**

A permanent exclusion would only be used as a last resort in response to a serious incident or persistent breaches of the school's Behaviour & Discipline Policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in school. In almost all cases parents are informed by telephone and a written letter.

### **Exclusions being extended**

Sometimes the school will set an initial exclusion period and this may then be extended. This happens because

- The full events surrounding the situation need further investigation or further information comes to light
- The school is waiting for other agencies (e.g. the police) to make further enquiries
- A multi-agency planning meeting needs to be arranged

### **Reintegration interviews**

Pupils returning from exclusion will have a formal meeting with a Senior member of staff before they return to lessons. Parents and the pupil concerned are expected to attend – it is vital that they have a chance to discuss the incident(s) and help the student to avoid further exclusions. To support the reintegration, pupils will usually spend a fixed period of time in the St Francis Room where they would have the opportunity for discussion with one of the Learning Mentors who work in Pupil Support.

### **Right of appeal**

Parents have the right to make representations about this decision to the Governing Body. If you wish to make representations contact the Clerk to the Governors, via the Main School Office, as soon as possible. Whilst the Governing Body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record. Parents should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals>. Making a claim would not affect your right to make representations to the Governing Body.

Parents have the right to see and have a copy of their child's school record. The School will be happy to supply a copy on request but due to confidentiality restrictions the School must be notified in writing and the file collected. There may be a charge for photocopying.

### **Information**

For your information the following sources of advice are available:

- Exclusions Team, Solihull LA can provide advice on the exclusion process. Tel: 0121 704 6663  
E-mail: [exclusions@solihull.gov.uk](mailto:exclusions@solihull.gov.uk)
- The Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or on <http://www.childrenslegalcentre.com> The advice line is open from 8am to 8pm Monday to Friday.
- The Advisory Centre for Education (ACE) offer advice to parents of children in state schools through their website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk).
- If your child has special educational needs you may wish to contact Solihull Parent Partnership who are a local source of independent advice. Their Helpline number is 0121 733 7290.
- Statutory guidance on exclusion can be found at:  
<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/g00210521/statutory-guidance-regs-2012>