Exclusions Policy

3rd November 2017

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education

It is the policy of Celtic Cross Education to try to deal with all behaviour issues in an active, positive way in each school, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. (See Behaviour policy for each individual school).

Purpose of this policy

This policy is designed to outline briefly the school's approach to exclusions within the statutory framework as defined in the 'Exclusions from maintained schools, academies and pupil referral units in England' Regulations 2017. It outlines only where the MAT applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the school.

Principles

1. Exclusion is a sanction used by each school within the MAT, only in cases deemed as serious breaches of the School Behaviour Policy. A pupil may be at risk of exclusion from school for:

-Verbal or physical assault of another pupil or an adult;
-Persistent and repetitive disruption of lessons and other pupils' learning;
-Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

2. A Fixed Term Exclusion from a school can only be authorised by the Head of School with authority from the CEO. If neither are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

3. A Permanent Exclusion can only be authorised by the CEO and must only be done after consultation with the Chair of Directors concerning the intention to impose this sanction, although the final decision rests with the CEO.

4. Each school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school. Each school will evaluate the effectiveness of the provision to meet pupils needs and make positive changes where necessary.

5. Each school regularly monitors the number of Fixed Term Exclusions to ensure that no group of pupils is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of an Exclusion

1. Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.

2. In the case of a Permanent Exclusion parents will be notified by the Head of School in a face-to-face meeting.

3. A pupil who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour and/or the breach of the Behaviour policy

4. The school will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the school, parents, if appropriate, and any other appropriate body e.g. PSA, EWO or LA. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. 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 an exclusion, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.

5. The Chair of Directors and/or Chair of the SMC relevant school staff will be notified of all Fixed Term Exclusions on the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

Pupils Returning from a Fixed Term Exclusion

All pupils returning from a Fixed Term exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between pupil, parents and school.

Permanent Exclusions

A school will only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a CEO may decide to permanently exclude a pupil because of on-going issues or even for a 'one-off' incident.

If a pupil is permanently excluded, parents will be made aware that:

- The school's Board of Directors is required to review the CEO's decision and they may meet with them to explain their views on the exclusion
- If the Board of Directors confirms the exclusion, they can appeal to an independent appeal panel organised by the Local Authority
- The school must explain in a letter how to lodge an appeal
- The Local Authority must provide full-time education from the sixth day of a permanent exclusion

Appeals

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Board of Directors against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Clerk to the Trust: **governance@celticcross.education**

Relationship to other school policies

The Exclusion Policy should be read in tandem with each school's Behaviour Policy as well as other relevant school policies, particularly the Special Educational Needs Policy and the Equality and Diversity Policy. It also has a close inter-relationship with the Anti-Bullying Policy and the Attendance Policy.

Monitoring and Review

1. The impact of this policy will be reviewed by the Directors.
2. Each Head of School will provide regular monitoring reports which help to evaluate the effectiveness of the policy and procedures.
3. The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all stake holders.

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