



EXCLUSION POLICY



Signed (Chair):	Name: Sarah Warren	Date:
Signed (Head):	Name: Lois Haydon	Date: November 2017
Ratified: by Governing Body on		Next Review: November 2019



CHANGE RECORDS SHEET

Issue no.	Date	Summary of Change	Amended by
1	November 2017	New policy document in line with S. Glos Policy	L Haydon

SUMMARY

This policy should be read in conjunction with other school policies. If you require further details of this policy, then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed annually and updated as and when changes occur. This has to be recorded in the minutes of the Curriculum and Achievement Committee.

ABBREVIATIONS

The following abbreviations are used in this policy:

DfE	Department for Education
SENCo	Special Educational Needs Co-ordinator
LA	Local Authority



RATIONALE

A child will be excluded from school only as a last resort as a result of serious violence, unacceptable breaches of our behaviour policy or of the criminal law. A child would be excluded when allowing him/her to remain in school would be seriously detrimental to the education or welfare of the child or others in school.

Serious misbehaviour which may result in exclusion:

- Persistent refusal to carry out reasonable instructions issued by the school staff.
- Serious physical assault of children or staff
- Persistent verbal abuse directed at children or school staff (this includes cyber bullying)
- Serious or persistent theft
- Wilful possession or misuse of drugs or other illegal/dangerous substances
- Seriously inappropriate behaviour of a sexual nature
- Serious or persistent racial abuse
- Serious or persistent vandalism on the school site

Other circumstances may arise when the head teacher decides it would be appropriate to exclude a child. In all cases, the parents/carers of any excluded child will be fully informed of the reasons(s) for exclusion.

Types of Exclusion

There are two types of exclusion:

a. Fixed Period Exclusion

This is limited up to 15 school days in any one term. The length of exclusion will be determined by the head teacher depending upon the severity of the offence. The first exclusion will usually last between 2 and 5 days. This may be lengthened by up to 5 days to give the head teacher more time to talk to parents and set out appropriate plans.

It may be appropriate to establish a series of fixed periods of exclusion within one term, the aggregate exclusion not exceeding 15 days.

Procedure for Fixed Period Exclusion

1. On the day of the first offence, the child's parents/carers will be informed by letter and, if possible, by talking to parents/carers. Parents/carers will be informed in writing that they have rights to make representations to the governing body and South Gloucestershire LA.
2. The head teacher will inform the school's governing body and the LA of all exclusions
3. The head teacher will make arrangements for the excluded child to receive schoolwork to do at home until he/she returns to school.



b. Permanent Exclusion

Procedures for Permanent Exclusion

1. The head teacher informs the parents/carers of the exclusion both verbally and in writing.
2. The head teacher will inform in writing the parents/carers of their rights to make representations to the schools' governing body and South Gloucestershire LA.
3. The head teacher will notify, in writing, the LA and the school's governing body.
4. The school's governing body appeals committee will convene a meeting within 14 days of notification to consider the case
5. The child remains on the school's register until the appeals procedure is completed, or until the parents/carers confirm that they accept the exclusion and intend to make other arrangements.
6. The head teacher will arrange for work to be set and monitored during the period of the appeal.

This policy should be read in conjunction with

- The South Gloucestershire Exclusion Policy Guidance, which the school has adopted – this can be found at www.southglos.gov.uk/education-and-learning/schools-and-colleges/behaviour-and-attendance/exclusion-from-school
- the DfE Exclusion guidance – this can be found at www.gov.uk/government/publications/school-exclusion
- the school Behaviour Policy
- Equal Opportunities Policy
- Positive Handling Policy
- Anti-bullying Policy