

# Holly Hill Church School

## Policy and Procedures For Exclusion 2016

*As a Christian school our vision is to promote 'Life in All its Fullness.' Our ethos is based on our 12 Christian values of hope, honesty, patience, joy, forgiveness, tolerance, thankfulness, respect, kindness, friendship, gentleness and love. It is within the vision and the ethos that this policy is written and will be implemented.*

Signed ..... Date .....

September 2016

The school will ensure that all school staff, parents and pupils should be in no doubt about the standards of behaviour expected and the consequences of not achieving these standards. These are set out in the school behaviour policy and in the '**Governing Body's Statement of General Principles Covering Measures for the Promotion of Outstanding Standards of Behaviour**'

This states that:-

**Exclusion from school is to be avoided if at all possible. The ultimate sanction of permanent exclusion from school is only to be used in exceptional circumstances where deemed appropriate by the Headteacher in accordance with the guidance.**

Exclusion will be used sparingly in response to serious breaches of school policy on behaviour. Permanent exclusion will only be used as a last resort, when all other reasonable steps have been taken to avoid excluding the child, and when allowing the child to remain in school would be seriously detrimental to the education and welfare of the pupil or of others. Reasonable prior steps to improve behaviour will include alternative sanctions; interviewing the pupil and parents, identifying special educational needs, negotiating agreements with the pupil and parent, issuing a formal warning; withdrawing from class; removal to another class, or involving health and social services.

Only the headteacher has the power to exclude.

### **Procedures for the governing body for dealing with exclusions**

The governing body has a responsibility to support the headteacher and staff in maintaining high standards of discipline and to ensure fairness to individual pupils and their parents.

For each individual exclusion of five or less days, the governing body does not have the power to direct the headteacher to reinstate. The headteacher will keep the chair of governors informed about any cases throughout the process once an exclusion has taken place in order that the position is kept under review. The governing body and LA must be informed of each period of exclusion once an aggregate of more than five days has been reached in any term but it is good practice that notification should be given of all exclusions regardless of their duration.

In accordance with the time scales set out in the guidance, the governing body will give the parent the opportunity to make written or oral representation and a committee comprising of at least three members of the governing body (none of whom should be the headteacher). The governing body will advise parents that if they wish they may have someone of their choice to accompany and assist them at the meeting. The decision of the meeting and the reason for the decision will be clearly communicated to the parent without delay.

### **Fixed Period Exclusions: Procedures**

Where the headteacher decides to exclude a child for a fixed period the headteacher must inform the pupil's parents without delay as to the length of the exclusion and the specific reason for it. Notification shall be in writing and will inform the parents that they have the right to make representations to the governing body, give the name and address of the appropriate people to contact and invite parents to inform the governing body in writing of their intention to make representations.

Pupils excluded for a fixed period will be notified immediately, receive school work to do at home, and have it marked until he or she returns to school.

### **Permanent Exclusions: Procedures**

The headteacher will inform the pupil's parent of the exclusion and the specific reason for it. The notification will provide sufficient particulars to ensure that the reason for exclusion is fully understood and that all of the relevant circumstances are made known. Notification should be without delay (normally on the day of exclusion), in writing, and where appropriate (for example if there is concern for the health or safety of the pupil or others), also by other means. The school will provide work for the child to complete at home during the first 5 days of permanent exclusion

The headteacher will also inform the parents of their right to make written and oral representations to the governing body and the LA. Parents should be advised that they should make known their intention within seven days of notification. The headteacher should also explain the pupil's parent also has the right of access to the school's curricular records on the pupil; and under regulation 7, to other educational records on the pupil through a request to the governing body. While the Education (School Records) Regulations 1989 provide that a parent's request for access to his or her child's records be complied with within 15 days of the request, head teachers are encouraged to respond more promptly in the interests of resolving the matter as quickly as possible.

The headteacher will notify the LA of all permanent exclusions.

The governing body have the power, but are not under a duty, to direct the headteacher to reinstate a permanently excluded pupil or to confirm the exclusion. In either case their role is by no means a 'rubber-stamping' exercise. In all cases of permanent exclusion the governing body will convene a meeting to consider the exclusion and any representations made by the parents, within a maximum of 15 school days of the date of notification by the headteacher.

If the governing body decline to reinstate the excluded pupil they must notify parents of their decision. This should be in writing. They also have a duty to inform the parents of their right to make an appeal to an Independent Review Panel, and of their right to make oral and written representations to that Committee. The notification should make it clear that parents should set out their grounds for appeal within 15 school days of notice of their right to request a review. The letter should stress to parents that their right to appeal expires

at the end of 15 days. There is no provision for extending the period. The Governing Body will inform the LA of a decision.

The pupil's name should remain on the school roll until the Independent Review Process is completed, or until the time for a review has expired.