

EXCLUSION OF PUPILS POLICY



**BASED ON THE DONCASTER LA APPROVED POLICY
GOVERNORS APPROVED POLICY DECEMBER 2017
TO BE REVIEWED DECEMBER 2020**

**WAVERLEY PRIMARY SCHOOL
DATED DECEMBER 2017
(REVIEWED: 3 YEARLY)**

PERSON RESPONSIBLE FOR POLICY:	DIANE HUMPHREY
APPROVED:	DATE: DECEMBER 2017
SIGNED:	ROLE: HEADTEACHER
SIGNED:	CHAIR OF SAFEGUARDING COMMITTEE
TO BE REVIEWED:	DATE: DECEMBER 2020

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Who may exclude and for what reasons

Who can exclude?

Only the head teacher has the power to exclude your child. If the head teacher is not on site then the decision can be made by the acting head. Other members of staff such as heads of year cannot exclude, though they may provide information to support the head's decision.

Reasons for exclusion

All exclusions must be for disciplinary reasons only. All schools must have a behaviour policy setting out what the school rules are. Schools do vary in what they will exclude for: some give fixed period exclusions for seemingly minor offences, others make greater use of alternative sanctions.

Standard of proof

The head's decision to exclude must be taken on the 'balance of probabilities'. That means that it is more likely than not that the pupil did what they are accused of. This is not the same as the 'beyond reasonable doubt' standard required in a criminal case.

When exclusion is not allowed

It is unlawful to exclude or to lengthen an exclusion for a non-disciplinary reason. Some examples are below:

- if your child has special educational needs and the school say it can't meet those needs. It should look at putting more or different support in place instead.
- if your child is not doing well in school or is not as able as other children. A child cannot be excluded because they are not likely to get good exam results.
- because of something you have done as a parent. That might be something like making a complaint or not going to a meeting at school.
- not allowing a child back into school after a fixed period exclusion unless they meet particular conditions. Once the exclusion is ended your child must be allowed to go back. For example the head teacher can't extend the exclusion because your child won't admit they are guilty.

Behaviour outside school

Pupils can be excluded for behaviour outside school, but this should be in line with the school's behaviour policy. Commonly this will include behaviour on school trips, behaviour when in uniform or on the way to and from school and behaviour which may bring the school into disrepute

Having a say

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Where practical, a head teacher should allow a pupil to present their case before deciding whether to exclude. If this hasn't happened, find out your child's version of what happened and send this into school yourself.

What the school must tell you

If your child is given a fixed period exclusion, you must be notified in writing without delay.

The letter must tell you:

- the reason for the exclusion
- the length of the exclusion
- the right to put your views in writing to the governing body
- for longer exclusions, your right to go to a meeting of the governing body and put your views in person

If your child is of compulsory school age, you must also be told about your responsibilities to keep them at home during the first five days of the exclusion.

If you haven't had a letter by the end of the first day of exclusion, you should contact the school to check that your child has been formally excluded. You could remind the school that informal exclusions are not allowed. This may be an opportunity to negotiate an early return to school or an alternative sanction

Keeping your child at home

The first five days

Even though your child is not allowed on the school site, they still should be receiving education. Schools should take reasonable steps to set and mark work for the first five days of any exclusion. If no work has been sent home, contact the school and ask for some. Many schools have work available to pupils on the school's website. Any work set should be accessible and achievable to pupils outside school

During these five days you are responsible for your child's whereabouts. You must make sure they are not in a public place without reasonable justification during school hours. This duty is similar to that on school attendance and you could be fined if you breach it. The fine is £60 and goes up to £120 pounds if you do not pay within 28 days. Failure to pay within 42 days could lead to prosecution.

Alternative education

Day six and beyond

If your child has been given a long fixed period exclusion of more than 5 days, the school has a duty to provide suitable full-time alternative education no later than day 6. That is most likely to take place at a pupil referral unit or other alternative provision.

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If your child has a statement of special educational needs, the alternative provision must be able to meet the child's needs as set out in the statement. The placement must be identified in consultation with parents.

For looked after children it is recommended that alternative educational provision start from the first day of an exclusion.

Schools do not have to provide alternative education for children who are below or above compulsory school age.

Having a meeting

Reintegration meetings

It can be difficult going back to school after an exclusion. Your child may have missed work and you may be worried about the possibility of further exclusions

All schools should have a strategy for reintegrating pupils after exclusion. In many cases there will be a reintegration meeting when your child goes back. This could be with the head of year or other senior member of staff. At this meeting it's important to look at how you, your child and the school can all work together to avoid problems in the future. You may wish to ask for extra support for your child.

If you haven't been offered a meeting, it may be sensible to ask for one, particularly if your child has SEN or the exclusion is part of a wider pattern of poor behaviour.