



# THE CORBET SCHOOL

## Exclusion Policy

### Associated Policies

Behaviour & Discipline Policy

**Review Period:-** Annual

**Review Completed:-** December 2016

**Next Review Due:-** December 2017

**Policy Manager:-** AH - Pastoral

**Approval Authority:-** Curriculum

## THE CORBET SCHOOL

# EXCLUSIONS POLICY

**(TO BE READ IN ASSOCIATION WITH THE SCHOOL'S PUPIL BEHAVIOUR AND DISCIPLINE POLICY & DFE GUIDANCE ON EXCLUSIONS FROM MAINTAINED SCHOOLS, ACCADEMIES AND PUPIL REFERRAL UNITS IN ENGLAND 2012)**

### AIM

To make clear the consequences of inappropriate behaviour particularly in relation to fixed term exclusions and permanent exclusions.

### PRACTICE

- Exclusions must be sanctioned by the Head (or in his absence, the Deputy Head) who will explain the reason for exclusion with the pupil.
- A recommendation for exclusion will come via the Deputy Head or from the appropriate Assistant Head. The school will follow statutory guidance when considering the use of exclusions of pupils with SEND and Looked After Children.
- Parents will be informed verbally about the decision and this will be confirmed in writing without delay.
- Parents will be offered the opportunity to discuss the circumstances surrounding the exclusion with the appropriate Assistant Head and, if necessary, Deputy Head or the Head.
- Parents will be told the length of any fixed period exclusion and are expected to co-operate by ensuring that the pupil completes work set whilst excluded. They are also expected to ensure that the excluded pupil does the set work during normal school hours and does not have "free-time" or is present in a public place during school hours without justification. Normally, subject teachers will set work and check it is of an appropriately high standard. Assistant Heads will co-ordinate this procedure. Tutors will be kept informed.
- Fixed term exclusions will last for between one and forty-five days. Where an exclusion period exceeds 5 school days, the school will arrange suitable full-time education provision at an alternative site.
- On return to school, the pupil and parents must attend a reintegration meeting as a supportive intervention for a successful return.
- Prior to a permanent exclusion school may implement a supportive programme recommended by external agencies and / or the local authority. Serious breaches of the school's behaviour policy could lead to permanent exclusion without this intervention.

- Details will be entered on the pupil's record.
- If a public examination for the pupil falls within the exclusion period the pupil will be allowed on site to complete the examination providing it is deemed safe and reasonable to do so.
- Exclusions are recorded and the statistics are considered termly by the Leadership Team and the Governing Body and are monitored during OFSTED inspections. Copies of all exclusion letters to parents are sent to the LA who also monitor figures.

### **The Governing body's duty to consider exclusions**

- Parent / carer has the right to appeal against the headteacher's decision to exclude.
- The governing body delegate their statutory responsibilities to a designated sub-committee consisting of at least 3 governors
- Where a fixed term exclusion or exclusions total more than 5 school days within a single school term the parents appeal will be considered by the sub-committee. The headteacher and the parent / carer will be invited to the meeting and allowed to make representations.
- Where a fixed-term exclusion or exclusions total more than 15 school days within a single term, the governing body subcommittee must meet to review the exclusions. The head teacher and parent / carer will be invited to the meeting and allowed to make representations.
- When the headteacher permanently excludes a pupil the governing body subcommittee must meet within 15 school days of the commencement date of the exclusion to consider the headteachers decision. Parents / carers, headteacher and a representative of the local authority will be invited and allowed to make representations.
- Where exclusion would result in a pupil missing a public examination there is a further requirement for the subcommittee to consider the exclusion before the date of the examination. If this is not practical, the chair of governors may consider the exclusion independently and decide whether or not to reinstate the pupil.
- Parents / carers will be informed of the outcome from all of the above meetings in writing without delay.