

# EXCLUSIONS POLICY

Name of Policy	Exclusions
Governor committee and last reviewed date	Strategy / April 2023
Full governing body approved date	June 2023
Policy review timing:	Annual
Next Review date	April 2024

## Aim

The Grey Coat Hospital is committed to encouraging good behaviour in an atmosphere of mutual respect and shared values, including the commitment to support and protect all members of its community. The school has set a target of no permanent exclusions in any academic year in recognition of the seriousness of exclusion and its effects on the student concerned and her/his family. Within the context of this ethos, however, it may be necessary to exclude a student where there has been a serious breach of school discipline and/or there is a risk of serious harm to the education or welfare of the student or others in the school. Exclusions will be for a fixed period, or, in very serious cases, permanent.

## The School

- Will follow the DFE guidance on “Exclusion from maintained schools, academies and pupil referral units in England”;
- Will not exclude for minor incidents such as not doing homework; nor for such issues as poor academic performance; truancy; lateness; breaching school uniform policy; or behaviour of parents;
- Will not exclude in the heat of the moment unless there is an immediate risk to the students or others;
- Will be mindful of not discriminating against a student on the basis of protected characteristics, such as disability or race; and be mindful of fair treatment of students from groups who are vulnerable to exclusion
- Will consider whether students on the SEN register have been given appropriate help before taking the decision to exclude;
- Is likely to exclude in cases where there has been a serious breach of the school’s behaviour policy, either in or out of school
- Will listen to both sides of the story before taking a decision to exclude;
- Before excluding, will consider whether a less serious sanction would be appropriate;
- May refer to Westminster agencies when considering whether to exclude, in particular when permanent exclusion is a possibility;
- Will send a letter informing parents of the decision to exclude, the reason for exclusion, the rights of parents to appeal and length of exclusion;

- Will take reasonable steps to provide and mark work for an excluded student for the first five days of an exclusion
- Will work with the local authority to arrange education from the sixth day of a fixed-period exclusion; this will be triggered by consecutive fixed-period exclusions totally more than five days.
- Will only issue a permanent exclusion as a last resort, in response to a serious breach or persistent breaches of the school's behavior policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school;
- Will, without delay, notify governors and the local authority of any permanent exclusion; any exclusion which would result in the pupil being excluded for a total of more than five school days (or more than ten lunchtimes in a term); and any exclusion which would result in the pupil missing a public examination

A fixed-period exclusion can also be for parts of the school day. The legal requirement relating to exclusion apply in all cases. Lunchtime exclusion are counted as half a school day for statistical purposes and in determining whether a governing board meeting is triggered.

Where a pupil has received multiple exclusions or is approaching the legal limit of 45 school days of fixed-period exclusion in an academic year, the Headteacher should consider whether exclusion is providing an effective sanction.

### **An Excluded student**

- Will normally begin exclusion from the day after the incident occurred;
- Will not come onto the school site during the period of exclusion without prior arrangement with the Headteacher;
- Will be expected to complete all set work promptly and to the best of her/his ability
- Will attend, with parents, a meeting with the Headteacher, Deputy Headteacher or other senior member of staff before returning to the school, to demonstrate that she/he has reflected on previous behavior and is committed to avoiding a repeat of the behaviour that led to exclusion;
- Will participate in the development of a Personal Support Plan drawn up by the school, to help prevent future exclusion; this may involve external agencies and the local authority Inclusion Officer.

### **Parents**

Parents are expected, to attend a reintegration meeting

In case of fixed-period exclusion of more than five days but less than 15 school days in the term, parents can make representations to governors. Governors must consider within 50 school days of receiving the notice of exclusion, whether the excluded pupil should be reinstated.

In the absence of any representations from the parents, governors are not required to meet and cannot direct the reinstatement of the pupil.

In the case of a fixed-period exclusion which does not bring the pupil's total number of days of exclusion to more than five in a term, governors must consider any representations made by parents, but cannot direct reinstatement and are not required to arrange a meeting with parents.

If applied for by parents within the legal time frame (within 15 days of notice not to reinstate), the school (as an academy trust) must, at its own expense, arrange for an independent review panel hearing to review the decision of governors not to reinstate a permanently excluded pupil.

Parents may request an independent review panel even if they did not make representations to, or attend, the meeting at which governors considered reinstating the pupil.

### **The Governors (The Discipline Committee)**

The governing body has a duty to consider parents' representations about an exclusion; it will delegate this function to a designated sub-committee consisting of at least three governors. This will be the Pupil Discipline Committee.

The Committee must consider the reinstatement of an excluded pupil within 15 school days of receiving notice of the exclusion **if** the exclusion is permanent; **or** if it is a fixed-term exclusion which would bring the pupil's total number or school days of exclusion to more than 15 in a term; **or** if it would result in a pupil missing a public examination or national curriculum test.

### **The Governors:**

- Will convene the committee of three to five governors plus a clerk to consider cases where the exclusion is permanent or for a period of 15 days or more in a term, or when a parent requests a hearing;
- Will ensure that statements and any documents available to the Committee are distributed (in translation where appropriate) to the parents prior to the meeting and arrange for an interpreter to be present where appropriate.
- Will explain the running order of the meeting before it begins;
- May decide to re-instate the student in cases where the exclusion is permanent or for a period of 15 days or more in a term;
- May decide to place more information on the student's file.

The Chair of the Pupil Discipline Committee has the right, acting on his/her own, to consider and decide on whether to reinstate a pupil who is due to take a public examination during an exclusion.

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