



# **St. Anne's & St. Joseph's** **R.C. Primary School**

## **EXCLUSION POLICY**

*“This is our School: let love dwell here”*

In our Mission Statement it says that:

*“St. Anne's & St. Joseph's R.C. Primary School serves the families of St. Anne's Parish and St. Joseph's Parish bringing them together into one community, a school family which conducts everyday life in accordance with God's teaching as exemplified by the life and teaching of Jesus Christ and His Church. We aim to provide a safe, welcoming, caring and Christian Environment, built on love, tolerance and justice, where everyone can feel happy and secure and in which God's presence can be seen in the way in which all members of the school Community interact.”*

**(To be read in conjunction with the School's Positive Behaviour Policy)**

The process of exclusion that we follow is based on the legal framework provided by the government using guidance from the Local Authority. We recognise this can be complicated for parents/carers to understand and would always advise them to contact us if they need any help in understanding this process.

Our Positive Behaviour Policy sets out expectations for standards of behaviour in school, with clear examples of rewards and sanctions to help motivate and guide children positively. Exclusion would always be a last resort. However in the following circumstances the Headteacher can take a decision to exclude a pupil, including any pupils above or below compulsory school age, from the school for a fixed period of days or permanently:

- In response to serious breaches of a school's Behaviour Policy.
- Where allowing a child to remain in school would seriously harm the education and welfare of the child or others in the school.

When the decision is made to exclude a child from school, permanently or for a fixed period (including lunch times), we follow the Local Authority procedures as outlined below:

### **Fixed Period Exclusions**

If a child has been excluded from school for a fixed period:

Parents will be issued with a letter from the Headteacher telling them the reasons for the exclusion, the length of the exclusion (in school days) and the date and time when the child must return to school.

A child cannot be excluded from school for a period of more than 45 school days in any school year (either as a single sanction or cumulative).

If a child has been excluded from school for more than one day, the school will provide work for parents to collect and return for marking. Details of these arrangements will be enclosed the letter from the school.

If a child has been excluded for 5 or less days, parents may make representation to the Governors' Discipline Committee. There is however no right to attend a meeting.

If a child has been excluded for between 6-15 days, the Governors' Discipline Committee will meet, if requested to do so by a parent, to review the exclusion. Parents are entitled to attend this meeting. The school will write to parents with details and the arrangements for this meeting.

Details of a child's exclusion will be entered on their school records. Parents have a right to see their child's school record and if they wish to do so will be advised to contact the school direct.

The school will make arrangements for off site education from the 6th school day of a fixed period exclusion.

### **Permanent Exclusion from School**

If a child has been permanently excluded from school:

Parents will be issued with a letter from the Headteacher informing them of the decision to permanently exclude their child from school and the reasons why this happened.

The school is responsible for providing work for the child to do at home until the child's name has been removed from the school roll.

The Governors' Discipline Committee must meet within 15 school days of the Headteacher's decision to permanently exclude a child. Parents are entitled to attend this meeting. The school will write to parents with details and the arrangements for this meeting.

By the end of the Discipline Committee's meeting, the Chair must send parents a letter stating the decision reached by the Committee, the reasons and confirming their right of appeal to an Independent Appeal Panel.

If the Governors' Discipline Committee agree with the Headteacher's decision and the child is to be excluded, parents may make an appeal to an independent appeal panel. Parents have 15 school days from receipt of letter from the Chair of the Governors' Discipline Committee informing them of the decision. The role of this independent panel is, as an impartial body, to consider whether the Headteacher was right to permanently exclude the child and, if not, whether the child should be reinstated. Parents will be advised to contact the Area Education Office to make this appeal.

The child's name cannot be removed from the school roll until after the outcome of the appeal to an independent appeal panel or the period within which parents' right to appeal has elapsed (unless parents formally waive their appeal right at an earlier date).

Parents have the right to see their child's school records and will be advised to contact the school direct if they wish to see these records.

If the child is not re-instated parents will be invited to meet with a member of the Pupil Access team to discuss their child's future educational provision. The Local Authority will make arrangements for alternative education provision from the 6th school day after a permanent exclusion.