



Sherborne Abbey CE VC Primary School

Exclusions Policy

Adopted: January 2012

Next Review Date: February 2018

Review Date: April 2015

Reviewed: February 2016

The decision to exclude a child from school is serious. A child should only be excluded from school if they have seriously broken the school's discipline policy, and/or if they stayed in school it would seriously harm the education and welfare of themselves or others.

Exclusion should not be used if there are possible alternative solutions available. However, this may not apply to a serious case e.g. violence.

There are three types of exclusion:

- a) - Fixed-term for 15 school days or less
- b) - Fixed-term for 16-45 days
- c) - Permanent.

(Indefinite exclusions are not lawful)

Parents should be informed immediately of the exclusion verbally, and receive written confirmation within 24 hours of a decision being made.

Only the Headteacher, Ann-Marie Kampf, has the power to exclude a pupil from Sherborne Abbey CE VC Primary School.

The Head teacher's letter must include:

- a) - the precise period of the exclusion,
- b) - the reasons for the exclusion
- c) - your right to state your case to the governors.

The letter should also include:

- d) - The arrangements for setting and marking work. (For exclusions of more than one day the school is obliged to do this.)
- e) - The latest date for the governors to meet (if applicable).
- f) - Your right to have a copy of your child's school record, both academic and pastoral,
- g) - The contact number of someone in the local education authority who can advise you.

The governing body has a discipline committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the Governors.

Exclusion for 15 days or less within a term:

If your child is excluded for 15 days or less you have no legal right of appeal. However, the Discipline Committee of the Governing Body has a duty to listen to any representation you

may wish to make, although they can not overturn any exclusion of less than 6 days. You must write to the clerk to the Discipline Committee at the school requesting such a meeting be convened.

Fixed term for 16 - 45 school days

For fixed term exclusions exceeding 15 days and permanent exclusions, the clerk to the Discipline Committee must convene a meeting to consider the exclusion. (Including any amalgamation of more than 15 day exclusion in any term). You, the headteacher and the LA Exclusion Officer will be informed of the time and date of this meeting.

The school remains responsible for setting and marking work for your child during the exclusion process. When exclusions exceed 15 school days the LA will liaise with your child's school to ensure educational provision is being provided, and will assist with these arrangements if necessary.

Permanent

A permanent exclusion means that a child is not anticipated to return to that school. During an exclusion of any length it is important that your child does not go into the school site **at any time**, unless invited to for a Discipline Committee Meeting.

The decision to exclude a pupil from school for any length of time should not normally be made in the heat of the moment. The headteacher should ensure he or she has all the relevant facts and firm evidence to support any allegations made before making a decision. It is also important that the headteacher takes into account advice given by both the DfES and the LA

When an appeals panel meets to consider exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents, other agencies and the LEA, and consider whether the pupil should be reinstated.

If the governors' appeals panel decides that a pupil should be reinstated, the Headteacher must comply with this ruling.

Further information for parents can be found on the Dorset for You website, search: 'Has your child been excluded from school'.

Fixed Term exclusion letters - reminder

Please note all fixed term exclusion letters together with the pink slips need to be sent to Pippa Fowler at West Court Wing in County and all permanent exclusion information should be sent to Victoria Day .

This policy should be read along side our Behaviour Policy, Child Protection Procedures, Safeguarding Policy, Complaints Policy, Whistleblowing Policy, Code of Conduct, Health and Safety policy, Dealing with Allegations of Abuse Against Staff.