

# **The Grange School**

## **Exclusion Procedures**

**March 2016**

**Date of Next Review – March 2019 (or sooner if required)**



## EXCLUSION PROCUEURES – POLICY

This policy reflects the provision of the Education and Inspections Act 2006. In line with the DCSF guidance for removing pupils off the school site (Appendix 1) and the code of practice for governors on exclusion from schools (September 2008).

### **Fixed Term Exclusion**

Each case requiring possible fixed term exclusion will be assessed individually by the Principal. If the Principal decides to exclude a pupil for a fixed period then the parents / carers will be involved at the earliest possible time, usually initially with a telephone call / email. A request is made for the pupil to be sent / taken home.

Parents / carers will also be notified in writing. The letter will give details of the reason for exclusion, the type / term of exclusion and the total number of excluded days in the current academic year. The letter will also detail the way in which parents can appeal about or comment on the exclusion, the name and address of the Chair of Governors and Senior Area Education Officer (school / LA addresses). The letter will also give details of the arrangements by which a pupil will be readmitted to the school.

The Grange School is an inclusive school and we take all decisions to exclude a pupil very seriously. Because we believe, and promote, that children should be in school at all times, a first offence will usually lead to a half day exclusion, dependent upon the severity of the incident. This could be longer in more serious cases. For a repeated or more serious initial offence the pupil will usually be excluded for one day. Longer periods of exclusion are possible in extreme cases and longer fixed term exclusions can be given at the discretion of the Principal for up to 15 days.

A pupil whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunch period.

For a fixed term exclusions of 5 school days or fewer during a term, parents / carers can make representations to the Governing body via the Chair of Governors who must consider them, but cannot direct reinstatement.

Where pupils are excluded for more than 5 school days and less than 15 during a term, parents; carers can request to make representations to the Governing Body Pupil Discipline Committee, who will review the exclusion.

All fixed term exclusions of more than 15 school days in any one term or missing public examinations must be reviewed by Governing Body Pupil Discipline Committee (model agenda Appendix 2).

A pupil cannot be excluded for more than 45 days in any one year. This applies to the pupil not the institution. The school has an obligation to continue to provide education for an excluded pupil. Up until the 6<sup>th</sup> day of exclusion a pupil will receive work to do at home. From the 6<sup>th</sup> day onwards the school will provide full-time education in collaboration with external partners.

If a parent / carer refuses to comply with an exclusion the school will contact the Education Welfare Service and seek the advice of the LA about available legal remedies. The Principal will report short fixed period exclusions once a term to the Governing Body and LA.

### **Reinclusion Interview after Fixed Term Exclusion**

The Headteacher will arrange a reinclusion interview with parents / carers during or following the expiry of any fixed period exclusion. The reinclusion interview is to:

- A) Emphasise the importance of parent working with the school to take joint responsibility for their pupil's behaviour;
- B) Discuss how behaviour problems can be addressed;
- C) Discuss wider issues and any circumstances that may be affecting the pupil's behaviour;
- D) Reach agreement on how the pupil's education should continue, how best they can be reintegrated and what measures could be put in place to prevent further misbehaviour; and
- E) Create a useful forum to consider with parents the possibility of a parenting contract

The interview must be held during the period beginning with the first school day to which the exclusion relates and ending within the fifteenth school day following the day on which the pupil returns to school.

In rare circumstances, a pupil may not show an appropriate attitude, leading the school to believe that re-inclusion is not possible. In these instances, the pupil will not be re-included and a further period of exclusion will apply. The school will, in these instances, exclude for the shortest periods of time possible, in order to reintegrate the child as soon as possible. Alternative arrangements may be put into place for the child's return, in order to support the pupil and minimise disruption to the learning of other pupils.