

Bury
Catholic
Preparatory
School

Exclusions Policy



Created by: Headteacher
Ratified by Governors
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Bury Catholic Preparatory School
Exclusions Policy

Mission Statement

BCPS is a happy and caring school community.
We follow Jesus' example to respect, value and nurture every unique individual
to develop their God given talents and potential.
We are a school where faith and future flourish.

This purpose of this policy is to explain the school's use of exclusion.

This policy applies to the whole school, including EYFS.

At Bury Catholic Preparatory School we aim to:

- ensure the safety and well-being of all members of the school community, and to maintain an appropriate educational environment in which all can learn and succeed
- realise the aim of reducing the need to use exclusion as a sanction through the school's commitment to meeting the needs of each child and working closely with parents

The decision to exclude a pupil will be taken in the following circumstances:

- (a) In response to a serious breach of conduct
- (b) If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Exclusion is an extreme sanction and is only administered by the Head (or, in the absence of the Head, the Deputy Head who is acting in that role). The ultimate sanctions available to the school are either a fixed term or a permanent exclusion. These would only ever be enforced by the Head, following the failure of all other sanctions listed in the school's Behaviour and Sanctions Policy or as a one off extreme.

Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct:

- Attack on staff
- Attack on pupils
- Serious threatened violence against another pupil or a member of staff
- Verbal abuse to staff
- Verbal abuse to pupils
- Indecent behaviour
- Serious damage to property
- Misuse of drugs
- Theft
- Sexual abuse or assault.
- Carrying an offensive weapon
- Arson.
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.

This is not an exhaustive list and there may be other situations where the Head Teacher makes the judgment that exclusion is an appropriate sanction. It is always to be remembered by all staff that

exclusion is the final resort and that staff, pupils and parents are all to be encouraged to work together to resolve difficulties without resorting to exclusion, if at all possible.

Exclusions should not be used for:

- Failure to do homework.
- Poor academic performance
- Lateness/truancy.
- Breaches of school uniform rules or rules on appearance (inc. jewellery and hairstyle), except where persistent and in defiance of school rules – see above.
- Punishing pupils for the behaviour of their parents.

The school policy on exclusions must meet the needs of the school. It will address, as a minimum, the following:

- Clear identification with the pupil and parents of the offending behaviour.
- Establishing appropriate sanctions (see policy) short of exclusion in an effort to discourage the recurrence of such behaviour.
- Pastoral support.

Fixed Term Exclusion

Most exclusions are of a fixed term nature and are of short duration (usually between one and three days).

Fixed Term Exclusions can be applied particularly where there are persistent breaches of school uniform policy and in instances of malicious behaviour.

Following exclusion, parents will be notified as soon as possible of the decision to exclude a pupil and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day. The letter will give details of the exclusion and the date the exclusion ends. Parents have a right to make an appeal to the Governing Body as directed in the letter. (see appendix 2)

Although the Head will have been in discussion with the Chair of Governors prior to the fixed term exclusion, they too will receive written confirmation of the reason for the exclusion and the date the exclusion ends.

During the course of a fixed term exclusion, parents are advised that the pupil is not allowed on the School premises, and that daytime supervision is their responsibility, as parents/guardians.

All pupils returning from a fixed term exclusion are required to attend a return to school meeting. This will involve the parent/carer, child, the Head Teacher (or, in the absence of the Head, the Deputy Head) and other staff where appropriate. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school. It is hoped that in most cases, following an exclusion, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.

Permanent Exclusion

A school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a

Head may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

The first is a final, formal step following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated aggressive or threatening behaviour.

The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence.

These might include:

1. Actual or threatened violence against another pupil or a member of staff.
2. Sexual abuse or assault.
3. Carrying an offensive weapon
4. Arson.

The school will consider police involvement for any of the above offences.

** Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him."*

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects discipline in the school and well-being of staff and pupils.

In the case of a permanent exclusion parents will be notified by the Head in a face-to-face meeting. If your child has been permanently excluded, be aware that:

- the school's governing body is required to review the head's decision and you may meet with them to explain your views on the exclusion
- if the governing body confirms the exclusion, you can appeal to an independent appeal panel to be organised by the Chair of Governors.
- the school must explain in a letter how to lodge an appeal (see complaints policy)

General factors the school considers before making a decision to exclude

Before deciding whether to exclude a pupil either permanently or for a fixed period the Head will:

- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations/incident
- Allow the pupil to give her/his version of events
- Check whether the incident may have been provoked
- Consider whether there any safeguarding concerns

If the Head is satisfied that on the balance of probabilities the pupil did what he or she is alleged to have done, exclusion will be the outcome.

School Records

All records in relation to exclusions are kept in the Exclusions File in the Head's Office. Any exclusions, whether permanent or fixed must be recorded. (see appendix 1)

Special Educational Needs

Parents of children with SEN, who are excluded from school, may access advice from the local SEN Parent Partnership. They should be able to provide details of voluntary agencies that offer support to parents, including those that can offer advice concerning exclusions.

Disabled pupils

Schools have a duty under the Disability Discrimination Act 1995 not to discriminate against pupils. Discrimination is seen as occurring where a disabled pupil is treated less favourably than other pupils for a reason relating to their disability, without justification.

Students from racial minorities

The law places specific duties on schools to ensure they do not discriminate against pupils on racial grounds. Schools should monitor and analyse exclusions by ethnicity to ensure they do not treat some groups of pupils more harshly than others. Schools are required to assess whether policies that lead to sanctions, including exclusion, have a disproportionately adverse impact on pupils from particular racial groups. If an adverse impact is identified that cannot be justified, then the policy and practice should be reviewed.

Appeals

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclude. Parents will be made aware of the school's complaints policy if required. The person who should be contacted to initiate an appeal is the Chair of Governors.

Relationship to other school policies

The Exclusion Policy should be read with the school's Behaviour and Sanctions Policy as well as other relevant school policies, particularly the Inclusion Policy, Special Educational Needs Policy, the Equality & Diversity Policy and Complaints Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.



Notice/Details of Exclusion

Name of Pupil: _____

Date: _____

	Date From	Date To
Current exclusion		
Previous exclusion/s (if any) in this school year		
Previous exclusion/s (if any) in previous school years		

Reason

Additional Notes/follow up

Signed (Head) _____ Date _____

Appendix 2 – letter to parents



Dear Parent/Guardian,

It is with regret that I write to inform you of my decision to exclude xxxxxx for a fixed period of xxx days. This means that xxxxxx will not be allowed in school for this period. The exclusion begins on xxxxxx and ends on xxxxxxx.

The decision to exclude xxxxxx has not been taken lightly. xxxxxx has been excluded for this fixed period because of: *Include here the precise reason(s) the child has been excluded. All reasons, however minor must be included, with detail and dates. It is not enough to list the reasons. You will need to refer to the Behaviour and Sanctions Policy and the Exclusions Policy and point out the relevant sections.*

I have informed the Governing Body of my decision to exclude xxxxxxx for a fixed period of xxxxxxx days. If you are unhappy with the outcome then you do have a right to an appeal. If you would like to make a request that the Governors meet to consider the exclusion, please write to the Chair of Governors as soon as possible. Please refer to the School's complaints policy and procedures for further guidance and support.

As discussed, I will see you on xxxxxxx morning for an integration meeting.

Yours sincerely,

Head Teacher