



KEREM SCHOOL (INCLUDING KEREM EARLY YEARS UNIT)

Exclusion Policy

Exclusion will only be implemented when all other sanctions have been exhausted, and following on-going parental involvement. It will be at the end of a disciplinary process preceded by other sanctions and efforts to modify behaviour. When this occurs the school is left with no other option but to exclude.

A decision to exclude a child should only be taken in the following circumstances:

- Serious breaches of the school's Behaviour Policy; or
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

A pupil may be **permanently excluded** for a first or one-off offence of the following:

- Serious actual or threatened violence against another pupil or member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Or for such similar incidents where in the Head Teacher's judgment there are exceptional circumstances

A Fixed-Term Exclusion can be applied where there are persistent breaches of school policy

Internal Exclusion (seclusion) may be used to diffuse a situation, requiring a pupil to be removed from class, but not removed from the school premises.

Procedures

Steps preceding an exclusion

1. Investigation of incident and consideration of evidence
2. Allow pupil to give his/her version of events
3. Check whether the incident may have been provoked
4. Consult Chairman of the Education and Staffing Committee/Discipline Committee

If satisfied that on the balance of probabilities the pupil did what s/he is alleged to have done, the Head Teacher may exclude.

Deciding to exclude

Only the Head Teacher may exclude for a period or on a permanent basis. If the Head Teacher is absent this duty would be delegated to the designated Deputy Head.

The parent/guardian of the pupil must be informed by telephone immediately when exclusion, either fixed term or permanent, occurs. The following information must be conveyed:

- The period of exclusion
- The reason for exclusion

The Head Teacher will write to the parent within one day of the decision with the information indicated above, together with information regarding the following:

- That representation can be made to the Governing Body about the exclusion
- The way in which representation can be made
- How the pupil should be brought back to school following exclusion

Rights of Parents for Appeal against Exclusion

Parents have the right to make representations to the Discipline Committee of the Governing body and the decision can be reviewed.

For a permanent exclusion, parents have the right to make an appeal to a Discipline Committee of the Governing Body and (if that appeal is not upheld) to an Independent Panel Appeal set up by the Governing Body.

The Pupil Discipline Committee of the Governing body must be satisfied that the Head Teacher has taken all reasonably practicable measures in line with the Behaviour Policy. If the Committee, having heard the evidence including from the pupil in question, is satisfied that the incident occurred, it should in general uphold the Head Teacher's decision.

Reviewed September 2016. Next review September 2017.