



St. Michael's School

Discipline and Exclusion Policy

SCOPE: This policy applies to the whole school, including the Early Years Foundation Stage.

The school's Behaviour Policy sets out the standards and expectation of behaviour in and around the school. It incorporates the procedures to be followed in the event of unacceptable behaviour and possible sanctions and rewards which may be used.

The school's Anti-Bullying Policy defines different forms of bullying, identifies possible causes of bullying and ways of raising awareness of bullying through the curriculum. It establishes procedures to be followed and possible sanctions if bullying takes place.

The school's Discipline and Exclusion Policy would need to be invoked for persistent or very serious incidents and/or persistent or very serious breaches of the Behaviour and/or Anti-Bullying policies or School Rules.

POLICY REVIEW

Latest Review	Reason for Review	Reviewed by	Formally adopted by the Governors
November 2019	Cyclical review	J Mobbs	2 nd March 2020

Review Cycle:	2-yearly
Next review:	November 2021

Aims of the policy

- To establish the context when it may be necessary to exclude a pupil, for a fixed - term or permanently
- To establish the procedure by which a pupil may be excluded
- To determine periods of exclusion
- To explain notification of exclusion
- To establish the appeal procedure following exclusion

Reasons why it may be necessary to exclude a pupil

It may be necessary to exclude a pupil if:

- There is a very serious incident or very serious breach of the school's Behaviour and/or Anti-bullying policies
- The School Rules, school's Behaviour Policy or Anti-Bullying Policies are persistently breached

- Allowing a pupil to remain in school would seriously harm the education or welfare of the pupil or other members of the school.

Exclusion can be fixed term or permanent, depending on the nature of the incident or situation. Fixed-term exclusion would be considered for persistent or serious breaches of school rules, the school's Behaviour policy or Anti-bullying policy. Consideration would need to be given to the age of the child, whether the child was SEND or presenting with Mental Health conditions and the circumstances, but some examples of when it may be appropriate to consider permanent exclusion for a first or "one off" offence are as follows:

- Serious actual or threatened violence against another pupil or member of staff
- Sexual abuse or assault
- Possessing or supplying an illegal drug and/or alcohol
- Serious case of theft
- Carrying an offensive weapon.

The Headmaster would decide whether it is necessary to report an incident to the police or another external agency.

It would be inappropriate to consider exclusion for the following reasons:

- Failure to do homework
- Lateness or truancy
- Breaches of school uniform rules, or rules on appearance (including jewellery and hairstyle) except where these are persistent and in defiance of school rules.

Procedure by which a pupil may be excluded

Exclusion is a serious step and wherever possible it is at the end of a disciplinary process, where all other measures and sanctions as outlined in school policies have been exhausted. The disciplinary process is most likely to have already involved parents. Occasionally the behaviour of a pupil will be such that exclusion will be a necessary immediate response. However, such action would be exceptional and would generally relate to extreme and very serious poor behaviour.

Pupils need to be aware that exclusion is a possible extreme sanction. Wherever possible, pupils will have been supported to modify their behaviour, to avoid the need for exclusion.

Only the Headmaster (or the Deputy Head in the Headmaster's absence) has the power to exclude a pupil from school. The Headmaster may exclude a pupil for one or more fixed-term periods, or permanently.

Wherever possible, exclusion should not be imposed in the heat of the moment. The following procedure should be followed by the Headmaster when considering exclusion:

- Ensure that an appropriate investigation has been carried out
- Consider all the evidence available, taking into account school policies
- Allow the pupil to give his/her own version of events

- Consider the context of the incident and whether there may have been provocation
- Consult others, if necessary, but not anyone who may later have a role in reviewing the Headmaster's decision
- Be satisfied that, on the balance of probabilities, the pupil did what he/she is alleged to have done
- Keep a record of events and meetings.

After having followed the above procedure as closely as is possible under the circumstances, the Headmaster may decide that exclusion is appropriate. The pupil's parent or guardian must be informed immediately of the Headmaster's decision to exclude. The parent or guardian needs to be informed of:

- The period of exclusion
- The reason for exclusion
- The right to appeal to the Governing Body regarding the exclusion and the process of appeal.

The Headmaster will write to the parent within one school day of the decision to exclude, confirming the information above. Reference will also be made to the continuing education of the pupil, including setting and marking work, if the exclusion is for more than one school day. If fixed-term exclusion is changed into a permanent exclusion parents must be informed in writing and must again be given the right to appeal to the Governing Body.

If a parent refuses to co-operate with exclusion and still sends their child to school or refuses to collect him/her, the school must have due regard for the pupil's safety, and it may be that it is not possible to enforce exclusion in these circumstances. If this was the case the pupil would need to be internally excluded.

Parents should refer to the Terms and Conditions concerning payment of fees if a child has been excluded or for the circumstances in which a pupil may be excluded for non- payment of fees.

Periods of exclusion

Pupils may be excluded for one or more fixed-term periods, not exceeding 45 school days in any one school year. Exclusion should be for the shortest time necessary and cannot be for an unspecified period.

In circumstances where a pupil is excluded for more than 15 school days, plans will be made on how the pupil's education will continue during the period of exclusion and how the time might be used to address the pupil's problems. Consideration will need to be given on how to reintegrate the pupil into school at the end of the fixed-term period of exclusion.

Notification of exclusion

When the Headmaster has taken the decision to exclude a pupil, for a fixed-term or permanently, the Chair of Governors will be informed of the decision. The Headmaster will

report any exclusions to Governors once a term through the Headmaster's Report to Governors.

Appeal procedure following exclusion

Parents have the right to appeal to the Governing Body following the exclusion of their child.

An appeal can be made on grounds of:

- The facts of the event leading to exclusion
- The severity of the sanction.

The appeal process will follow Stage 3 of the school's Complaints Procedure.

Post exclusion or suspension

After a fixed-term exclusion or suspension has been carried out, a meeting will be arranged between the pupil, his/her parents, the Headmaster and the pupil's Form Teacher to agree a plan of reintegration to school life and resetting of boundaries. An ongoing review will be agreed.

Implementation, monitoring and review of the policy

The Headmaster is responsible for implementing and monitoring the Discipline and Exclusion Policy. Although a review date has been set the policy will be reviewed if, after it has been invoked, amendments are required.

Reviewed: J Mobbs / J Attwell

Nov 2019

APPROVAL

This policy was reviewed by the full governing body on 2nd March 2020, and it was approved for full adoption.

Review:

Nov 2021