



St John's
School Billerica

Exclusion Policy

Date: July 2020
Those Responsible: Senior Management Team

To be reviewed: Regularly

EXCLUSION POLICY

- The school is responsible for communicating its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.
- A decision to exclude a pupil, either for a temporary fixed period or permanently, is seen as a last resort by the school.
- A temporary fixed period or permanent exclusion will usually follow a cumulative and persistent breach of school rules and policies or it will be in response to a very serious single breach of school rules and policies or a disciplinary offence.
- No exclusion will be initiated without first exhausting other strategies or, in the case of a single incident, a thorough investigation.
- Any exclusion will be at the recommendation of the Head and at the discretion of the Principal.

Reasons for exclusion may include:

- 1) Serious breach of the school's rules or policies.
 - 2) Behaviour that could damage the school's reputation.
 - 3) Risk of harm to the education or welfare of other pupils in the school.
 - 4) Breakdown of the relationship between the school and parents.
- Exclusion may be used in response to a single serious breach of school rules and policies or a disciplinary offence. Examples may include, but are not limited to:
- Serious actual or threatened violence or misbehaviour against another pupil or a member of staff.
 - Possession or use of an illegal drug on school premises.
 - Carrying an offensive weapon.
 - Persistent or severe bullying.
- Alternatively, exclusion may be imposed when a pupil persistently and cumulatively breaches the school's rules and policies when the school has already offered and implemented a range of support and management strategies.

Exclusion will not usually be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules), except where these are persistent and defiant.

Pupils' behavior outside school on school business (e.g. on school trips, at sports fixtures, Upper 5 pupils off site during the lunch time period etc) is subject to the school's rules and policies. Bad behaviour in such circumstances will be dealt with as if it had taken place in school.

For behaviour outside the school, the Head may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole, or if it is deemed to be damaging to the reputation of the school.

Other reasons for excluding pupils:

➤ **Managed move**

In cases where the Head and parents agree that the progress of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent has treated the school or members of its staff unreasonably the Head may require the parents to remove the pupil at the end of a term. This is **not exclusion** and in such cases the Head will assist the parents in placing the pupil in another school and fees in lieu of notice will not be charged.

➤ **Removal from the school for health and safety reasons (medical)**

The Head may send a pupil home, after consultation with that pupil's parents and a health professional as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, for example because of a diagnosed illness such as a notifiable disease. This is **not exclusion** and should be for the shortest possible time.

The decision to exclude

In all cases, the Head will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give his/her version of events. Based on all the evidence, the Head will then decide whether the exclusion will be for a temporary fixed term, or on a permanent basis. A temporary exclusion should be for the shortest time necessary; 1-5 days is usually enough to secure benefits without adverse educational consequences. The length of time for temporary exclusion will be based on the severity of the reason for exclusion and will be decided by the Head.

If the Head decides to exclude a pupil, he/she will:

- Ensure that the incident has been thoroughly considered.
- Ensure that there is sufficient recorded evidence.
- Explain the decision to the pupil.
- Contact the parents, explain the decision and ask that the child be collected.
- Send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return.
- In cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked.
- Plan how to address the pupil's needs on his/her return.

Exclusion should not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority.

There will be no refund of fees following temporary or permanent exclusion. In the case of permanent exclusion, the Acceptance Deposit will not be returned or credited. Fees in lieu of notice will not be charged but any outstanding fees will be payable in full.