



Whole School Exclusion Policy

Rationale

- To ensure procedural fairness and natural justice;
- To allow all children the right to learn without hindrance or distraction;
- To provide good conduct throughout the school with mutual respect for other children and adults;
- To support the school's discipline and behaviour code; we promote good behaviour and apply our Behaviour and Discipline policies consistently;
- To create a caring community where consideration for oneself, others and the environment is regarded as being important and of value;
- Every child has the right to be happy in school;
- We do not tolerate bullying;
- Everyone should feel valued and respected;
- Our values are built on mutual trust, respect and consideration for others.
- At St Joseph's, we work closely with parents in the best interests of the children, involving them from an early stage in discipline or behaviour problems relating to their child.
- We must ensure the school's ability to implement disciplinary sanctions which reflect the seriousness of an incident and convey a deterrent effect (strong sanctions such as exclusion may be necessary in cases of severe and persistent bullying, for example.)
- We have a strong system of pastoral support; staff are dedicated and committed and work as a very strong team in the best interests of the children. Communication between staff is excellent; relevant and appropriate information sharing reduces the incidence of problems, especially in unstructured situations such as the playground.

Guidelines

We may suspend or exclude when:

- To allow the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school
- Serious actual or threatened violence occurs or sexual abuse or assault
- Illegal drugs have been brought on to the premises
- Tobacco or alcohol have been brought on to the premises
- Offensive weapons have been brought on to the premises
- There has been serious misconduct towards a member of the school community or which brings the school into disrepute on or off school premises
- In the reasonable opinion of the Senior Management Team, and with the Headteacher's agreement, conduct is such that exclusion is the appropriate response.

Following the imposition of the sanctions detailed in the Discipline Policy, a child has failed to change his/her behaviour after a period of suspension and persists in:

- disrupting the class
- bullying
- displaying unacceptable and antisocial behaviour
- endangering the safety and wellbeing of pupils and staff



- refusing to comply with the behaviour code of our school

The school will keep a record of exclusions. The record should be saved on the Engage Data Management System and include:

- date when exclusion took place
- name of parent and pupil
- brief statement of issues
- reference to staff members involved
- brief statement of outcome of any appeal and follow up.
- records should contain simple but clear notes of all conversations with parents relating to the exclusion.

Procedure

- A thorough investigation of circumstances and situations will always be carried out;
- Parents will be informed as soon as reasonably practicable;
- A child may be suspended from the school while a complaint is being investigated;
- The Chair of Governors will be informed of any investigation;
- The Headteacher will consider the complaint and the evidence and will decide whether the complaint has been sufficiently proved. The standard of proof shall be the civil standard, ie; the balance of probabilities;
- The full range of disciplinary sanctions will be considered;
- Assessment of special needs will be taken into consideration, including the use of Individual Education Plans and Individual Behaviour Plans and referral to outside agencies and/or support services;
- Exclusion is a final sanction and will only be applied by the Headteacher after consultation with the Chair of Governors and once alternatives have been considered;
- The Headteacher will inform the parents and explain the circumstances of the complaint and the investigation.
- The Headteacher will refer to relevant school policies and procedures, written documents setting out the points of complaint against the child and notes of the evidence supporting the complaint;
- The child and parents will have an opportunity to state their side of the case;
- If the Headteacher decides that the child must leave the school, he will consult with the parent before deciding on the child's leaving status (see types of exclusion);
- A decision to expel, exclude, withdraw or remove a child shall take effect 72 hours after the decision was first communicated to a parent. Until then, the child shall remain suspended and away from school premises;
- Parents, if dissatisfied, may write to the Chair of Governors via the Clerk to the Governors within 72 hours to apply for a review. If the parents do so, the child shall remain suspended until the review has taken place;
- In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek.

Meeting with the Review Panel

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Registered Charity Number 289048 Registered Office: St. Joseph's School, Launceston PL15 8HN



If a meeting is requested, those involved will be:

- the Headteacher and at most one other member of staff
- the parents
- three Governors, none of whom have detailed previous knowledge of the case or the child or the parents.

The meeting will not usually involve the Chair of Governors.

The parents may be accompanied by a friend or relation; 7 days notice must be given to the Clerk to the Governors if the friend or relation is legally qualified.

The meeting will take place at the school, usually between 3 and 10 days after the parents' application has been received.

A review will not usually take place during the school holidays.

All those involved in the meeting are required to keep its proceedings confidential. Minutes will be taken.

It is hoped that at this stage the Chair of the Review Panel will be able to conclude the matter. All those present will have a reasonable opportunity of asking questions and making appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chair may, at his or her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

If the parents are dissatisfied with any aspect of the meeting, they must inform the Chair at the time and ask that their dissatisfaction and their reasons for it should be minuted.

In the absence of a significant procedural irregularity, the decision of the Review Panel will be final. It will be noted, with reasons, to the parents by the Chair of the Review Panel or the Chair of Governors by letter or telephone within three days of the meeting.

Types of exclusion

Expulsion following serious misdemeanour/misconduct—a dismissal from the school in disgrace, formally recorded.

Removal can be required by the Headteacher when it is necessary for the pupil to leave but the circumstances do not merit formal expulsion.

Withdrawal—a managed move to another school, with consent of all parties involved.

Normally, children progress through the school with their year group, but the school retains the right to refuse such progression if, in its view, the interests of the majority of the pupils in the age group would be adversely affected or if the school, in its judgment, could not sufficiently meet the needs of the individual child. In this instance, the Head teacher may require parents to withdraw the child from school.

In addition, the school reserves the right to request the removal of the pupil for fees not paid as specified on the parent contract.

Alternatives to exclusion

Range of sanctions outlined in the Discipline and Behaviour policies;

Restorative justice, which enables the offender to make amends but this does need the consent of all parties;

Mediation through a third party.



Authorised by:	Chair of Governors
Reviewed by:	SMT
Review:	January 2020
Effective from:	January 2020
Next review:	September 2021
Method of Communication:	School website