



St Ursula's Convent School
A Humanities College and Teaching School

EXCLUSION POLICY

Policy reviewed annually by:

HEADTEACHER
GOVERNORS
SENIOR LEADERSHIP

Reviewed	Agreed by Governing Body	Next review
March 2020		

EXCLUSION POLICY

The aim of the school is to create an orderly learning environment where all pupils can achieve their potential. Where there is a very serious breach of school policy or law, the pupil/pupils involved may be excluded from the school.

Where the head teacher decides to exclude a pupil for a fixed period the following procedures apply.

1. The headteacher will

- ensure that an appropriate investigation is carried out,
- consider all the evidence available
- allow the pupil to give her account
- check whether the incident may have been provoked, e.g. bullying
- if necessary consult with others but not anyone who may later be involved in reviewing the headteacher's decision

2. The headteacher will inform the pupil's parent as soon as possible of the exclusion, the length of the exclusion, the reason, the parent's right to make representation about the exclusion to the Discipline Committee with contact details.

3. The headteacher will inform the governing body and the LEA of all exclusions. The Governing body must establish arrangements to review permanent exclusions and all fixed term exclusions for over 15 days. Parents have the right to make representation to the governing body.

4. The Discipline Committee on receiving notice from the headteacher will:

- In the case of one or more fixed-period exclusions totalling five days or less in any one term, consider any representations from the parent, although they cannot direct reinstatement
- In the case of one or more fixed term exclusions totalling not more than 15 school days, convene a meeting to consider the exclusion if the parent requests a meeting.
- In the case of a permanent exclusion or an exclusion totalling more than 15 school days in any one term, convene a meeting between the sixth and the 15th school day, invite the parent, headteacher and an LEA officer to the meeting, circulate in advance any written statements
- communicate its decision to all parties within 17 days of the notice of the appeal.

Information for Parents

1. Who can Exclude a pupil from school?

The headteacher, or someone deputising for the headteacher

2. What are the grounds for an exclusion?

A pupil may be excluded from school when she is in breach of the school's behaviour policy. (The Behaviour policy is published in the school journal and is signed by parents annually.)

The headteacher, or someone deputising for the headteacher may exclude

2.1 Telephone the school. The communication channels are:

2.1.1 St Dominic's

2.1.2 Your child's head of year

2.1.3 The Inclusion manager

2.1.4 The headteacher

2.2 Arrange an appointment with the appropriate member of staff.

3. What happens to a complaint?

3.1 All complaints will be dealt with as quickly and informally as possible

3.2 Complaints will be logged in the Complaints Register

3.3 You will be advised who is dealing with the complaint and how the person can be contacted (normally the headteacher or deputy headteacher).

3.4 Every effort will be made to settle the investigation within 10 school days of the receipt of the complaint

4. What do I do if my complaint has not been sorted out?

4.1 You can contact the school office to make an appointment to see the deputy headteacher or the headteacher. You will be given a fair hearing and may be asked questions in order to seek clarification of the facts

4.2 The deputy headteacher or the headteacher will carry out further investigations and get back to you

4.3 The deputy headteacher or the headteacher will inform you of the outcomes of their investigation within 10 school days

5. What do I do if I am unhappy with the headteacher's response?

5.1 Within 14 days, you can write to the Chair of governors, at the school address,

5.1.1 Setting out your complaint

5.1.2 Saying why you are unhappy with the school's response

5.1.3 Saying how you would wish the matter resolved

5.2 The Chair of governors will respond to your letter within 15 days

6. What do I do if I am unhappy with the chair of governors' response?

This is referred to as the FORMAL STAGE.

6.1 You are entitled to ask the panel of governors to meet to consider your complaint.

6.2 You must write to the chair of governors within 14 days of receiving the Chair's response

St Ursula's Convent School recognizes that parents are distressed should they find it necessary to lodge a complaint. However, governors have a duty of care to all their pupils and staff. Parents are reminded that the governors will deal with inappropriate behaviour from parents

Please

7.1 Leave it to the school to discipline individual pupils appropriately

7.2 Refrain from using abusive or threatening language towards any member of staff

7.3 Wait until the appointment and respect the fact that teachers first priority is towards those that they teach

7.4 Remember that governors give their time voluntarily and they should not be contacted in their own homes

The law is very clear on matters of discipline.

"Parents cannot dictate to teachers the discipline to be applied to their children at the school which they attend. The parent who dislikes the disciplinary system may seek to secure a placement at another school".