



## **EXCLUSION OF PUPILS POLICY FOR RUSH COMMON SCHOOL**

### **Introduction**

In this policy as in all documents of Rush Common Academy Trust (“RCAT”) any reference to Governors of Rush Common School or Trustees of Rush Common Academy Trust is a reference to the Board of Directors of RCAT and any reference to the Headteacher of Rush Common School is a reference to the Chief Executive Officer of RCAT.

The decision to exclude a child for a fixed period or permanently is a last resort and will normally only be taken after the full range of alternative strategies have been tried and have failed or would be likely to fail, and only when there has been a serious breach of discipline; and if allowing the pupil to remain in school would seriously harm the education, safety or welfare of that pupil or others in the School.

In some circumstances where it is felt exclusion would be highly detrimental to the emotional well-being of a pupil and where the School feels it could safely accommodate the pupil, internal separation is used. This involves having one-to-one supervision away from the main school population during the school day with work provided by the appropriate subject teacher. Opportunities to discuss the pupil’s behaviour and ways of avoiding repetition are provided during this time.

### **1. Fixed Period Exclusions**

A pupil may be excluded for one or more fixed period (each a maximum of 15 school days) not exceeding 45 school days in any one school year.

### **2. Permanent Exclusion**

The decision to exclude a child permanently is a final and serious phase in the process of dealing with disciplinary offences and would normally only be used when a range of other strategies have failed.

### **3. Responsibilities of the Headteacher**

3.1 When excluding a pupil, whether for a fixed period or permanently, the Headteacher has a duty to inform the parents/carers without delay. This will normally be done by telephone and the telephone call will be followed by a letter posted First Class within one school day. The letter will include information about:

- the reasons for the exclusion and the steps taken to try to avoid it;
- the length of exclusion;
- the arrangements for holding an Exclusion Meeting to review the situation;

- the arrangements for the continuing education of the pupil, including setting and marking of work.

3.2 Education Officers and Social Workers would also be informed.

3.3 The Headteacher also has a duty to inform the Board of Directors and the Leadership Team of all exclusions.

#### **4. Readmission Meeting**

4.1 The Headteacher will arrange a meeting following any exclusion to which the parents/carers of the pupil, a Director of the RCAT Board and any other relevant parties will be invited. The meeting will consider the circumstances that led up to the exclusion and the prospects for the pupil's readmission and reintegration to the classroom.

4.2 If the Headteacher does not consider that readmission at that time is desirable, s/he may extend the fixed period or convert it into a permanent exclusion and, following the Exclusion Meeting, will write again to the parents/carers with this information.

#### **5. Appeal from Exclusion Decision**

5.1 There is a right of appeal against a decision to exclude a pupil for more than five days or permanently, to the Pupil Behaviour and Discipline Appeals Committee which is a panel of three Directors of the RCAT Board who must not have been involved in the earlier exclusion process.

5.2 An appeal must be submitted in writing to the Chair of the Board of Directors of RCAT within five days of the exclusion. The appeal will be heard as soon as possible and in any event within 15 school days of the lodging of the appeal.

5.3 The Committee will consider the circumstances in which the pupil was excluded, consider any representations by parents/carers and consider whether the pupil should be reinstated. If the Committee decides that a pupil should be reinstated, the Headteacher will notify the parents/carers by telephone and in writing as soon as possible and the pupil will be allowed to return to school on the terms set out in the letter advising the parents/carers that the pupil can return to school. The decision of the Committee is final.

#### **6. Role of the Board of Directors of RCAT**

The Board of Directors of RCAT perform the key role of determining whether an excluded pupil should be reinstated. This involves reviewing the decision of the Headteacher if the s/he decides to reinstate a pupil and considering the outcome of any independent review panel hearing if it recommends a pupil should be reinstated.

#### **7. Removal from the Admissions Register**

The name of a pupil who has been permanently excluded from the school will not be removed from the Register unless the Pupil Behaviour and Discipline Appeals Committee upholds the Headteacher's decision or the period in which appeals may be lodged has expired.

## **8. Review of this Policy**

The Board of Directors of RCAT, through its Pupil Support and Welfare Committee, review this policy every three years. It may however review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy might be improved.

**Approved by the Pupil Support and Welfare Committee of the Board of Directors of RCAT on 16 September 2014.**

**Signed:** Alan Lane

**(Chair of Board of Directors)**

**Signed:** Laura Brown

**(Acting Headteacher)**

**Date for Review: September 2017**