

Introduction

The recent DCSF (the DfE has adopted this guidance material) document “Exclusion from maintained schools, academies and pupil referral units in England” (June 2012) – acknowledges the need to exclude certain students under extreme conditions. This guidance does not apply to non-maintained schools but is used by Chaigeley as a basis for this policy.

Statement

Every pupil has the right to be educated in a safe, non-threatening, learning and living environment. Every staff member has a right to work in a safe, non-threatening environment. Activities, which disrupt this environment, may require the exclusion of a pupil as a last resort.

Aims

- ❖ To ensure any action of the school regarding exclusion follows DfE principles and the School Governors requirements.
- ❖ To maintain good order and discipline.
- ❖ To reinforce the school’s philosophy on the rights of individuals as demonstrated in the Statement.
- ❖ To reinforce the expectations of behaviour and commitment.
- ❖ To create an opportunity for reflection and review of past actions.

Actions

- Every effort will be made by the school staff in order not to exclude a student from school. A range of strategies will be employed whenever possible and practical before resorting to any term of exclusion.
- When/if the opportunity arises students will be made aware of the possible consequences of their actions.
- The reasons for exclusion will be made clear to parent/carers by an exclusion letter.
- All exclusion decisions have a clear statement concerning time limit.

- A copy of the exclusion letter will be sent to parents/carers, the Education Authority, Social Services (when applicable) and to the Chair of Governors. A copy will also be placed on the pupil's file and a log kept in the main office.
- All students returning to school will meet with a senior member of staff in an attempt to ensure that the pupil is ready to return into the mainstream of school (this may be in the form of a meeting prior to return rather than on the day of return and does include parents/carers etc.)
- The Principal will inform the Governing Body of fixed term exclusions of more than 10 school days in total in any one term.
- Under normal circumstances, efforts will be made not to exclude. However, in some situations school has little option but to move more swiftly towards either permanent or fixed term exclusion. These circumstances may include:-
 - A direct assault on another student or a member of staff.
 - Deliberate and extensive damage to property
 - Theft of property
 - Arson
 - Major health and safety issues.

This is by no means a comprehensive list nor is it in order of priority neither does it preclude the involvement of the police or any other outside agency. However, each situation will be treated individually and a decision made as quickly as possible.

- Only in extreme circumstances will the school reserve the right to permanently exclude a pupil.
- If a student is permanently excluded, the Principal will consult with at least one other Governor. The Governing Body will be informed of the decision but will not be given specific details. If an appeal is requested by the student's parent/carer or Education Authority, an Appeals Committee will be established.

Committee	Date Amended/Created	Review Date
Source: SPD	Date: August 2021	Review: 08/2023