



St Anthony's Catholic Primary School Exclusion Policy and Procedural Briefing

Supporting Pupils to Succeed

At St Anthony's Catholic Primary School we strive to ensure that 'our words teach and our action speak', therefore we aim to include, not exclude, and we approach all challenging behaviour in a supportive and positive way. We recognise that such behaviour can sometimes be symptomatic of a real, deeper need for our support and understanding. All children can go through times of inappropriate behaviour, and we strive to never "give up" on a child as we recognise that each person has a unique contribution to make to school life and we want to support them to achieve this. As a last resort, we have the following provision in the case of an exclusion.

Exclusions: Fixed-term and Permanent Exclusions Only the Headteacher (or the acting Headteacher) has the power to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed periods for up to 45 days in any one school year. The Headteacher may also exclude a pupil permanently. It is possible for the Headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Headteacher excludes a pupil, they must inform the parents immediately, giving reasons for the exclusion. At the same time, the Headteacher makes it clear. The parents that they can, if they wish, appeal against the decision to the Governing Body. The school informs the parents how to make any such appeal. The Headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

The Governing Body has a pupil discipline committee which considers any exclusions appeals on behalf of the Governors. When an appeals panel meets to consider an exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LA, and consider whether the pupil should be reinstated. If the Governors' appeals panel decides that a pupil should be reinstated, the Headteacher must comply with this ruling.

Arrangements for Exclusion	
Step 1 (Headteacher)	Internal Exclusion (up to 5 days) <ul style="list-style-type: none">Child has no contact with own class or classmates.No access to playground, extra-curricular or enrichment activities.Parents, Chair of Pupil Discipline Committee, <p><i>If behaviour improves return to class on a Behaviour Contract. If not move to Step 2.</i></p>
Step 2 (Headteacher)	Fixed Short Term Exclusion (up to 5 days per term) <ul style="list-style-type: none">Parents, Chair of Pupil Discipline Committee, LA Officer informed by letter.Parents may make representations to Pupil Discipline Committee.Pupil Discipline Committee may meet but cannot reinstate.Upon return to school, child stays on Contract for a minimum of 2 weeks. <p><i>If behaviour improves remove from Contract. If not move to Step 3.</i></p>
Step 3 (Headteacher)	Fixed Long Term Exclusion (up to 45 days per year). <ul style="list-style-type: none">Parents, Chair and Clerk of Discipline Committee, LA informed.Discipline Committee meet (parents/child or representative may attend/make representations).Discipline Committee either reinstate or uphold the exclusion.Upon return to school or if reinstated child stays on Contract minimum of 10 weeks. <p><i>If behaviour improves remove from Contract. If not move to Step 4.</i></p>
Step 4 (Pupil Discipline Committee)	Permanent Exclusion <ul style="list-style-type: none">Parents, Chair and Clerk of Discipline Committee, LA informed.Discipline Committee meet and consider all representations and reports (parents/child may attend).Discipline Committee either reinstate or uphold exclusion.Parents notified of right to appeal.If appeal successful, or reinstated child stays on Contract for the maximum 20 weeks.If appeal unsuccessful, remove child from school roll.

Serious incidents need to be treated on an individual basis and the circumstances investigated.

In exceptional circumstances permanent exclusion may be considered for a first or 'one off' offence. These may include:

- Serious actual or threatened violence against another pupil or a member of staff;
- Sexual abuse or assault;
- Supplying an illegal drug;
- Carrying an offensive weapon;
- Serious deliberate damage to school property.



Male Exclusion Letter:

DATE

Address

Name of student

D.o.B:

Year Group

Dear name of parents

I regret to have to confirm that I will be excluding (student name) from school for (number of FTE days) school day i.e. (date of FTE) as a result of his behaviour on (date of incident)

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude (name of student) has not been taken lightly. (name of student) has been excluded for this fixed period for the following reason;

1. Reason for FTE

Please bring (name of student) to Saint Anthony's Catholic Primary school for his reintegration interview at (time of reintegration meeting) on (date of reintegration meeting) with the (name and job title of staff member meeting parents at reintegration meeting). The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

On his return to school (name of student) will be expected to sign and adhere to the School Behaviour Contract.

You have a duty to ensure that your child is not present in a public place in school hours during the exclusion on (date of FTE) unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified date. If so, it will be for you to show reasonable justification.

Should you not attend the arranged reintegrated meeting with your child at the time and date stated above your child will not be allowed to go to lessons. Your child will not be able to attend school unless accompanied by a parent/carer. We must advise you that your child will be registered as an 'unauthorised absence' and you may receive a penalty fine from the Local Authority. A home visit will also be arranged by the schools attendance officer.

(name of student) will be sent home with a work pack, which is to be completed during this exclusion. We would ask you to ensure that work is completed and handed back during his reintegration meeting.

If you wish to make representations, please contact **The Clerk to the Governing Body c/o St Anthony's Catholic Primary School** as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>).

You also have the right to see a copy of (name of student) school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of (name of student) school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.



You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

(name of student) should, if he has not done so already, write down a full account of what has happened and this should be signed and dated by him and returned to a senior teacher at school at the first opportunity.

Once again thank you for your support.

Yours sincerely

Female Exclusion Letter:

DATE

ADDRESS

Name of Student

D.o.B:

Year Group

Dear Parent Name

I regret to have to confirm that I will be excluding (student name) from school for (number of days) school day i.e. (date of FTE) as a result of her behaviour on (date of incident)

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude (name of student) has not been taken lightly. (name of student) has been excluded for this fixed period for the following reason;

2. Reason for FTE

Please bring (name of student) to Saint Anthony's Catholic Primary school for her reintegration interview at (time of reintegration meeting) on (date of reintegration meeting) with the (name and job title of staff member meeting parent at reintegration). The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you. On her return to school, (name of student) will be expected to sign and adhere to the School Behaviour Contract.

You have a duty to ensure that your child is not present in a public place in school hours during the exclusion on (date of FTE) unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified date. If so, it will be for you to show reasonable justification.

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Once again thank you for your support.

Yours sincerely