



SHAPWICK SCHOOL

EXCLUSION POLICY

1. INTRODUCTION

Exclusion is a disciplinary sanction which is available to the Headmaster alone and which is used as a resort where there has been a serious breach of the school's policy on behaviour or a breach of the criminal law.

Before a pupil is excluded from school two considerations need to be satisfied:

- a. The school will have taken all reasonable steps to avoid having to exclude the pupil.
- b. It would be felt with reasonable justification that, if the pupil was not excluded, it would be seriously detrimental to that pupil's education or welfare, or to the education and welfare of other pupils.

Before a pupil is accepted into the school a completed Registration Form which is a form of contract, must be signed and received from the parents. It is stated that 'The Headmaster' may require the withdrawal, at any time, of a pupil whose conduct or efforts is, in the Headmaster's opinion unsatisfactory, or if they consider that such withdrawal is in the best interests of the pupil or the school. In addition, it is accepted by implementation that exclusion from the school may be enacted if the payment of school fees or monies outstanding is not forthcoming.

However, exclusion is a disciplinary sanction and it should stand the test of the reasons set out above. It will not be used in response to problems which are not of a disciplinary nature, such as:

- The school's lack of the resources or staff to deal with a particular pupil.
- Problems relating to the pupil's special needs.
- A girl's pregnancy (subject to medical advice).
- The actions of the parents.
- Issues related to a pupil's religion or cultural background, such as issues of dress or uniform.

Issues related to dress, uniform or appearance without any religious or cultural connections may, however, be reasons for exclusion.

2. RECORDS OF EXCLUSION

The 'Exclusion Procedure' and 'Exclusion Record' will be completed as a record of the investigation and the decision to exclude. The general nature of the incident will be recorded in the 'Incident Book' which is stored in the Headmaster's Office at each site.

3. TYPES OF EXCLUSION

There are two types of exclusion on disciplinary grounds:

- a. Fixed term exclusion – a date for the pupil's return to school is fixed. The Headmaster will inform the Directors (represented by Mr Tony Hurrán) and the placing Local Authority (LA) (if applicable) and the reason for the decision to exclude the pupil and the date of return.
- b. Permanent exclusion – the Headmaster's intention is that the pupil will no longer be educated at the school. The Directors and the LA (if applicable) will be informed.

4. DUTIES OF THE HEADMASTER

Only the Headmaster, or a Deputy acting in the name of the Headmaster, have the power to exclude a pupil on disciplinary grounds. The Headmaster will:

- a. Decide which type of exclusion to apply.
- b. Inform the parents or pupil if he/she is aged 18 or over of the type of exclusion, its length and the reason for it.
- c. Inform the parents, or pupil of the right to make representation to the Directors.
- d. Inform the Directors and, where appropriate, the LA of
 - i Permanent exclusion
 - ii Fixed term exclusion over 5 days aggregated in any term.
 - iii Any situation where a pupil might lose an opportunity to take a public examination.

The Directors may direct re-instatement and if they do so, the decision is binding to the Headmaster.

5. DUTIES OF THE DIRECTORS

The Directors will ensure that exclusion decisions are fair to all parties and meet the need of the situation and not to simply act as a rubber stamp.

The policy on behaviour, expectations, rewards and sanctions which includes the use of exclusions will form the basis for considering and reviewing exclusions.

6. DUTIES OF LOCAL AUTHORITIES

A pupil who is placed and supported at the school by an LA will be informed of an exclusion as outlined above. Procedures concerning the exclusion may take place on an informal and conciliatory basis within the school's considerations of i) and ii).

7. ACTIONS WHICH MAY FOLLOW THE EXCLUSION OF A PUPIL

Following the exclusion of a pupil, the Headmaster (or his Deputy) will:

- Tell the pupil's parent(s) or the person with parental responsibility (if the pupil is under 18), that the pupil has been excluded, the type of exclusion and the reason for it.
- Tell the parent(s) or those with parental responsibility that they have a right to pursue the matter with the Directors.

- The parent(s) of all excluded pupils should be seen by an appropriate member of the Senior Management Team about expectations.
- A returning excluded pupil should be seen by an appropriate member of the Leadership Team about expectations

The Directors have the right to direct the Headmaster to take back the pupil who has been excluded for a fixed period.

If the pupil is permanently excluded, there is a formal right of appeal to the Directors

This document will be reviewed annually on or before 01/09/12