

STEPHENSON STUDIO SCHOOL



EXCLUSIONS POLICY

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STATEMENT OF INTENT

Stephenson Studio School endeavours to provide a safe and happy environment in which to study. Through working in partnership with students, parents and other agencies the School will ensure that all students are supported to reach their potential. This policy should be read in conjunction with the Behaviour for Learning Policy.

MAJOR INFRINGEMENTS OF EXPECTATIONS OF BEHAVIOUR

These rarely, if ever, happen but it is important for staff and students to be aware of the school's position on these matters.

Lying, cheating, theft and bullying

This will be dealt with initially by the Personal Coach. Pupils must expect their parents to be informed and invited into school to discuss matters.

In serious cases, pupils will be segregated or excluded for a fixed term at the discretion of the Director on behalf of the Executive Head teacher.

Smoking, alcohol and illegal drugs

Pupils are considered to be guilty of smoking if

- They are caught smoking
- They have smoking materials in their possession
- They are in the company of those smoking
- Their breath smell of cigarette smoke

This will be dealt with initially by the Personal Coach. Pupils must expect their parents to be informed and invited into school to discuss matters.

If pupils supply or use alcohol on school premises, suppliers that are students of the school will be segregated or excluded for a fixed term at the discretion of the Headteacher. Users should also expect to be segregated or excluded for a fixed term at the discretion of the Head teacher.

Any pupil found in possession of illegal drugs on school premises, or known to have used illegal drugs on school premises may be excluded for a fixed term at the discretion of the Head teacher.

Pupils are considered to be guilty of being in possession of illegal drugs if

- They are caught under the influence of illegal drugs
- They have drugs or drug related paraphernalia in their possession
- They are in the company of those taking illegal drugs

Parents should be aware that the school will exercise its legal right to enact a search of students to establish whether students have drugs or drug related paraphernalia in their possession where there is reasonable suspicion this may be the case. Parents will be invited to work with the Personal Coach

to produce an action plan to insure this does not happen again. Dependent upon the severity of the circumstances this offence may lead to permanent exclusion at the discretion of the Headteacher.

Any pupil involved in the supply of illegal drugs will be excluded for a period of time which may be permanent to be decided by the Headteacher.

Harmful and disruptive behaviour

This will be dealt with initially by the Personal Coach. Pupils must expect their parents to be informed and invited into school to discuss matters.

Any student exhibiting extreme behaviour that causes disruption to learning or that may endanger themselves or others will be segregated or excluded for a fixed term (and potentially permanently) at the discretion of the Headteacher.

Repeated low level disruption and poor behaviour

Students who repeatedly cause low level disruption or discomfort to others will be segregated or excluded for a fixed term (and potentially permanently) at the discretion of the Headteacher where all reasonable efforts fail to engage the student concerned.

Fixed Term Exclusion

Work will be provided for students by the Personal Coach using the VLE for support and to facilitate assessment. Where the exclusion is longer than 5 consecutive days the Personal Coach will undertake coaching at home during the School Day or on School premises after the end of the timetabled school day.

Permanent Exclusion

The School will endeavour to work with other agencies to avoid permanent exclusions. Where in accordance with the policy this is impossible, the School will immediately notify the Local Authority of its decision to permanently exclude a student.

Notification and Appeal Procedures in the case of Fixed Term or Permanent Exclusion

The Stephenson Studio School will follow the guidance issued to parents shown below:

Fixed Period Exclusion from school

- Fixed period exclusions are either a set number of days or during lunch time. During this time your child must not return to school or enter the school premises. Only the Headteacher (or most senior teacher in the Headteacher's absence) has the right to exclude your child from school.
- You will be notified immediately of an exclusion (usually by phone) and a letter **must** be sent to you within one school day of the Headteacher's decision. The letter should tell you the reasons for the exclusion (it should explain clearly what has happened), the length of the exclusion (in school days) and the date and time when your child must return to school. You and your child will be invited to a readmission meeting at school, this is a good time to talk about your concerns and what can be done to help your child.
- A child cannot be excluded from school for a period of more than 45 school days in any school year (either as a single sanction or cumulative).

Long term fixed period exclusions:

- If your child has been excluded for 15 school days or more over a term (long-term fixed period exclusion), then the Governors' Disciplinary Committee must meet to review the exclusion between the 6 and 15 school days after the exclusion. The Discipline Committee can decide to uphold the Headteacher's decision or allow your child back to school (called reinstatement). If your child would miss a public examination, the governors will try to hold the meeting before the date of the examination.

The committee will have a clerk to record what is said and to ensure that everybody can state their case fairly.

Short term fixed period exclusions:

- If your child has been excluded for between 5.5 - 15 school days in a term (adding together all the exclusions that term), the Governors' Discipline Committee will meet between the 6th and the 50th school day, but only if you (the parent/carer) request to do so to review the exclusion. You are entitled to attend this meeting. Even if your child has returned to school, Governors can still say if they would have upheld the exclusion or not and place a statement of their views on your child's record. The school will write to you with details and the arrangements for this meeting.
- The school will make arrangements for off- site education from the 6th school day of a fixed period exclusion.
- If your child has been excluded for up to 5 school days then the Governors' Disciplinary Committee do not have to meet with you. However, you can make written representations if you wish which must be considered within 6 – 50 days of the decision to exclude. The decision will be placed on your child's file.

There is no right to an independent appeal for fixed period exclusions.

- Details of your child's exclusion will be entered on their school records.
- You have a right to see your child's school record. If you would like to do so, you will need to contact the school direct.
- During the first 5 days of an exclusion you must ensure that your child is not in a public place during normal school hours without good reason (This applies whether or not the parent is with the child). A failure to comply with this is an offence and you can be given a fixed penalty notice from the Local Authority.

Permanent Exclusion from School

Permanent exclusions will normally be used only as a last resort when a range of other strategies have been exhausted.

In exceptional circumstances, the Headteacher might consider it appropriate to permanently exclude a student for a first or one-off offence. Such circumstances might include:

- where there has been serious actual or threatened violence against another student or member of staff;
- sexual misconduct;
- being in possession of or supplying an illegal drug;

- carrying any item with intent to use it as a weapon (this includes knives of any kind, fire arms or any other item that in the Headteacher's considered opinion is being carried with the intention to injure).

Permanent exclusion means that your child cannot return to the school or enter the school premises. Only the Headteacher (or most senior teacher in the Headteacher's absence) has the right to exclude your child from school.

You will be notified immediately of an exclusion (usually by phone) and a letter **must** be sent to you within one school day informing you of the decision to permanently exclude your child from school and the reasons why this happened.

The Governors' Discipline Committee must meet within 15 school days of a Headteacher's decision to permanently exclude a child. You will be invited to attend this meeting with a friend or legal representative as well as sending a written statement if you wish. The school will write to you with details and the arrangements for this meeting.

The Local Authority will receive a copy of the information sent to you by the school.

After the Discipline Committee's meeting, you will receive a letter from the Clerk to Governors' stating the decision reached by the Committee and the reasons why. If the Committee uphold the Headteacher's decision to exclude, then you have the right to appeal against this to an Independent Appeal Panel (IAP).

The role of the Independent Appeal Panel is, as an impartial body, to consider whether the Headteacher was right to permanently exclude your child and, if not, whether your child should be reinstated. The panel will look at all the evidence and whether the correct procedures were followed when excluding your child. We will write to you to let you know when you must appeal by (within 15 school days of being officially notified of the Discipline Committee's decision in writing).

The IAP will relay its decision to you within 2 working days of the hearing. The panel can uphold the appeal, uphold the exclusion or decide that the exclusion was not justified, but that the relationship between home and school has broken down and not order reinstatement – but they must give good reasons.

If you do not appeal, your child will be taken off roll at the school from which they were permanently excluded, the day after the appeal period expires.

If you decide to appeal against the decision, your child's name cannot be removed from the school roll until after the outcome of your appeal to an independent appeal panel or the period within which you have a right to appeal has elapsed (unless you formally waive your appeal right at an earlier date).

The school has to provide education for your child for the first five school days of the exclusion. This is usually done by work being sent home to complete. The Local Authority will contact you in order to arrange provision from the 6th day and to discuss your child's needs to continue his/her education.

You have the right to see your child's school records. You will need to contact the school direct if you wish to see these records.