



Tamworth Enterprise College

Exclusion Policy

Adopted and ratified by the Governing Body of on:	Sept 2016
Policy to be reviewed on:	Sept 2018
Responsibility	ST

EXCLUSIONS

The purpose of exclusions is to ensure students' safety and an orderly learning environment. They also serve to allow the education of the excluded student to be reviewed by Governors, parents, other agencies and by the excluded student.

In most cases prior to an exclusion every attempt will be made to use counselling and alternative sanctions. These will include detentions, daily report, withdrawal from lessons, supervision during break and/or lunchtime, contact with parents, change of subject teaching group, and if necessary change of tutor group.

Power to exclude

The power to exclude lies with the Principal, although Senior Staff may be involved in procedures leading to exclusion. The Principal will not discriminate against students on the grounds of sex or race or when excluding students.

Type of exclusion

1. The Principal will exclude under the short-term exclusion procedure any student up to a maximum of 45 days per school year for serious or persistent breaches of school discipline.
2. The Principal will exclude a student permanently where it is deemed that all other sanctions and measures have been exhausted and when a student categorically refuses to conform to normal standards of behaviour and attendance or when a student's unacceptable behaviour is so extreme as to endanger the safety of staff and other students.

Contact with parents

Contact with parent(s) is important - every attempt will be made to contact parent(s) or appropriate agency/authority before students return home after exclusion has been decided. The letter informing parent(s) of exclusion will be sent home as soon as possible. The school will endeavour to contact other adults with parental responsibility where a wish has been expressed to receive information about their child's education. The letter will make clear

- ✓ The nature and length of the exclusion and the return date where appropriate
- ✓ The right of parent(s) to make representations to the Governing Body and the Authority
- ✓ Whether the student will lose an opportunity to take a public examination
- ✓ The reason for the exclusion
- ✓ Previous strategies used to modify behaviour
- ✓ The arrangements for collection for work

Any conditions attached to the students return The Principal will inform parent(s) of the arrangements relating to a permanent exclusion.

Communication to staff

Staff will be informed of exclusion through the daily notices

Staff will also be informed of any conditions/contract attached to a student's return

Record Keeping

A copy will be retained of the Authority's exclusion form for exclusion of 5+ days and of the letter sent to parents.

Communication with the Authority

Information will be sent to the Authority in the form requested. In the event of exclusion of 5+ days or of a permanent exclusion the Principal will contact the Authority regarding arrangements for the meeting of Governors.

Communication with the Governing Body

A copy of the exclusion letter sent to parents will be forwarded to the Chairman of Governors and the Principal will discuss the exclusion with the Chairman where appropriate.

Communication with the Educational Welfare Officer and Social Services

A copy of the exclusion letter will be forwarded to the Educational Welfare Officer. Where appropriate Social Services will be informed of exclusion.

Arrangements for Permanent Exclusion

1. The Clerk to the Governors Sub-Committee will agree a date for the meeting of the Governors' Sub-Committee to consider the exclusion with the Chairman of the Governors' Disciplinary Sub-Committee and inform committee members.
2. The Principal will inform parent(s) that he/she/they can attend the meeting to give their views. The Clerk will invite the parent(s) to the meeting once the date is agreed.
3. The Principal will, in advance of the meeting, provide information for Governors and parent(s) concerning the student's behaviour record and of the reason for the exclusion.
4. The Principal and parent(s) will be invited to give their views and then will be asked to leave the meeting.
5. Governors will decide whether to reinstate the student immediately/at a future date or confirm the permanent exclusion. Governors will not discriminate against students on the grounds of race or sex when making their decision
6. The Clerk will inform the Principal and the parent(s) of the outcome of the meeting. If the Governors do not reinstate the student the Clerk will confirm to the parent(s) the right of appeal to an independent appeal panel.

Parental Representations Against An Exclusion

Procedures

1. The representations will be heard by the Governors' Disciplinary Sub-Committee
2. The Principal will give parent(s) and Governors adequate notice of the Governors' meeting and information concerning the reason for exclusion
3. The Chair will introduce the Governors to the parent(s)
4. The Principal will present the case for the exclusion
5. Parent(s) will be able to question the Principal
6. Governors will be able to question the Principal
7. Parent(s) will be able to present their case in mitigation
8. Governors will be able to question the parent(s)
9. Parent(s) and Principal will be able to sum up
10. Parent(s) and Principal will withdraw and the Governors will make a decision. Governors will consider whether the student was responsible for the behaviour complained of and, if so, whether the exclusion was a reasonable response. Governors will also consider the exclusion within the context of the Governors' Policy relating to students' behaviour
11. After the meeting, the Clerk will inform the parent(s) and the Principal of the outcome of the meeting.

Return of a student after an exclusion

- ✓ The Principal will comply with an order to reinstate a student which comes from the Governing Body or an independent appeal panel.
- ✓ The Principal or other senior member of staff will make any appropriate arrangements for the student's return such as interview with parent(s) and student, the signing of a contract of good behaviour/regular attendance, discussion with student.
- ✓ It is recognised that once a student returns the matter of the exclusion is closed.
- ✓ Support and counselling will be provided for a student where appropriate.