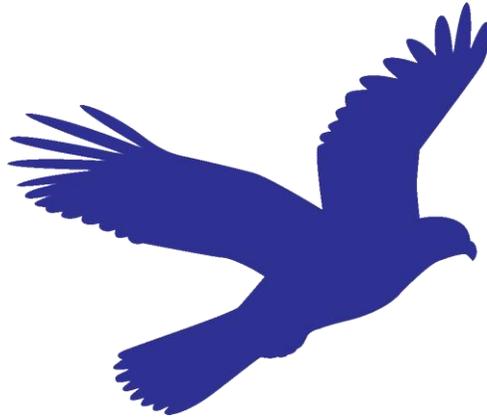


FALCON JUNIOR SCHOOL

Falcon Junior School

Exclusions Policy



Agreed FGB: 29th April 2019

Falcon Junior School

Exclusion Policy to form part of Behaviour Policy

Introduction

Falcon Junior School sees exclusion as a serious step for a headteacher to take and does not take the decision to exclude pupils lightly.

The Headteacher will take into consideration many factors before deciding that an exclusion is the next course of discipline. Behaviour is logged and recorded on CPOMs.

Why a child may be excluded

A child will only be excluded if:

- they have seriously broken the school's Behaviour/Discipline Policy
- it would seriously harm their education or welfare or that of others if they were to remain at school.
- Children can be excluded for their behaviour outside school.

Inclusion

As a school we are inclusive to all pupils and do not exclude for Special Educational Needs or circumstances beyond their control e.g. parent behaviour.

How a child may be excluded

Children can be excluded either for a fixed term or permanently. The school expects that an excluded child is supervised and for the first 5 days they must not be in a public place during the school day.

Fixed term exclusion

A child is excluded for a certain number of days. A child cannot be excluded for more than 45 days in a school year.

Unless the exclusion is for one day only, work should be set and marked by school.

From day 6 onwards work given should be suitable and full time.

Permanent exclusion

Most serious step.

A child should only be excluded for a one-off offence in very serious circumstances or after a number of exclusions when the school feels it has tried everything it can to keep a child in school.

The school governors should agree with the head teacher's decision,

Children's Services are informed and will help parents to find alternative educational provision for a child.

For the first 5 days after the exclusion, school should send suitable work home. From day 6 onwards it is the Local Authority's responsibility.

Involvement of Parents

Parents should be involved at all stages of the process with immediate contact. A letter will be issued with reasons for exclusion. The school expects parents to support the school.

Fixed Term

Lunchtime: counts as ½ day exclusion

1 – 5 days - The governors will not automatically review the exclusion

5½ - 15 days - The governors will not automatically review the exclusion but they must meet if the parent requests it, even if the parent does not attend

16-45 days - The governors will automatically review the exclusion

Complaints

Parents have the right to complain about the exclusion set. Parents should first speak to the Headteacher. If they are dissatisfied, a copy of the complaints procedure is available for parents to follow. The right of appeal is stated within the official exclusions letter to parents.

Further Information

Children's Services Exclusion Helpline: 01603 303333

Email: exclusions@norfolk.gov.uk

Appendix 1: Timescales and meetings

Length of Exclusion	Will the governors automatically review the exclusion?	Can the parent make written representations to the governors?	Can the parent meet with the governors and make representations in person?	Time Limit	Outcome of the meeting	
					Governors have power to:	Governors DO NOT have power to:
Total 5 school days or less in one term	NO. The governors will not automatically review the exclusion	YES. The governors must consider any of the parent's written points about the exclusion and capture the pupils views <u>Yes</u>	MAYBE. Governors can agree to meet with the parent if the parent requests this, but they do not have to	No time limit for the meeting but governors should consider responding promptly	Decide whether or not the Head was justified in excluding the pupil and note their views on the pupil's record Include copies of other relevant papers on the pupil's record, e.g. the pupil's version and <u>Views</u> , and <u>parents' statement</u>	Reinstatement of the pupil Erase the exclusion from the pupil's record
Total 5 – 15 school days in one term	NO. The governors will not automatically review the exclusion. But they must meet if the parent requests it, even if the parent does not attend	YES. The governors must consider any of the parent's written points about the exclusion and capture the pupils views	YES. But the parent has to request a meeting with the governors.	The governors must meet within 50 school days after they receive the parent's request	Decide whether or not the Head was justified in excluding the pupil and note this on their school record Consider whether the Head followed the guidance Ensure the pupils views are captured Reinstatement of the pupil immediately or by a particular date	Erase the exclusion from the pupil's record
Total 15.5 school days or more in one term	YES. The governors will automatically review the exclusion	YES. The governors must consider any of the parent's written points about the exclusion and capture the pupils views	YES. The governors must invite the parent to their meeting, they can bring a friend and the pupil	The meeting must be within 15 school days after the governors receive information about the exclusion from the Head. The Head must without delay inform the governors of the exclusion	Decide whether or not the Head was justified in excluding the pupil and note this on their school record Consider whether the Head followed the guidance Ensure the pupils views are captured Reinstatement of the pupil immediately or by a particular date	Erase the exclusion from the pupil's record
Permanent Exclusion	YES. The governors will automatically review the exclusion	YES. The governors must consider any of the parent's written points about the exclusion and capture the pupils views	YES. The governors must invite the parent to their meeting, they can bring a friend and the pupil	The meeting should be before the date of the exam. If this is not practical, the Chair of governors can review the exclusion alone	Decide whether or not the Head was justified in excluding the pupil and note this on their school record Consider whether the Head followed the guidance Ensure the pupils views are captured Reinstatement of the pupil immediately or by a particular date	Erase the exclusion from the pupil's record
Any exclusion which will result in the pupil missing a public exam	YES. The governors will automatically review the exclusion	YES. The governors must consider any of the parent's written points about the exclusion and capture the pupils views	YES. The governors must invite the parent to their meeting, they can bring a friend and the pupil	The meeting should be before the date of the exam. If this is not practical, the Chair of governors can review the exclusion alone	Decide whether or not the Head was justified in excluding the pupil and note this on their school record Consider whether the Head followed the guidance Ensure the pupils views are captured Reinstatement of the pupil immediately or by a particular date	Erase the exclusion from the pupil's record