



# ST GREGORY'S CATHOLIC COMPREHENSIVE SCHOOL

## EXCLUSIONS PROCEDURE

In order to emphasise what is required of students and the kinds of behaviour considered to be unacceptable they, and their parents, are invited to sign a Home-School Agreement.

The Behaviour Policy makes clear that students are expected to meet standards, and that sanctions can be imposed if they fail to do so. It is the policy of the school, when such circumstances arise, to consider carefully the needs of the individual student concerned, as well as the needs of other students and staff at the school, and in so doing it may be decided, regrettably, that the student be excluded.

As a guideline to parents and students, it is likely that exclusion from school will be used, solely at the discretion of the Headteacher, in the following circumstances:

### **Fixed Term Exclusion**

- hitting another person
- possession of potential weapons
- possession or use of alcohol and/or illegal substances
- offensive language to member of staff
- physical or mental abuse or bullying of another person
- endangering Health and Safety of oneself or others
- theft
- wilful damage or misuse of school property

Repetitive behaviour in any of the above could lead to permanent exclusion

### **Permanent Exclusion**

- threatening/violent action towards a member of the school community
- criminal activity which would be subject to police investigation
- the use of any weapons in school
- the use, possession or trade of drugs or alcoholic substances or other intoxicating substances in school
- a total refusal to co-operate with reasonable direction from the Head/Deputy/Senior Leadership Team members
- cumulative misbehaviour without evidence of improvement

The above situations are an example only.

The school might seek a managed move to another school as an alternative to permanent exclusion.

## PROCEDURE FOR EXCLUDING A STUDENT

### 1. Informing parents about the exclusion

Whenever a student is excluded the parent should be notified immediately, ideally by telephone followed up by a letter within one school day.

Letters of notification of exclusion must state:

- a) for a fixed period exclusion, the precise period of the exclusion
- b) for a permanent exclusion, the fact that it is a permanent exclusion
- c) the reasons for the exclusion
- d) the parent's right to make representations about the exclusion to the Discipline Panel
- e) the person whom the parent should contact if they wish to make such representations (this will usually be the Clerk to the Discipline Panel)

Letters must also state:

- a) the latest date by which the Discipline Panel must meet to consider the circumstances in which the student was excluded (except where the exclusion is for fewer than 6 school days in any one term, and would not result in the student missing a public examination)
- b) the parent's right to see and have a copy of his or her child's school record upon written request to the school
- c) in the case of a fixed period exclusion, the date and time when the student should return to school (in the case of a lunchtime exclusion, the number of lunchtimes for which the student is being excluded, and if applicable the arrangements for the child to receive free school meals)
- d) if the exclusion is permanent, the date it takes effect and any relevant previous history
- e) the arrangements made for enabling the student to continue his or her education, including the setting and marking of work. It is the parent's responsibility to ensure that work sent home is completed and returned to school
- f) the name and telephone number of an officer of the LA who can provide advice
- g) the telephone number for the Advisory Centre for Education (ACE) exclusions helpline – 020 7704 9822. ACE are a long established independent national charity providing advice to parents

Model letters (1-4) for notifying parents of fixed period and permanent exclusions are attached.

- Model letter 1 should be used for fixed term exclusions of **fewer than 5.5 days and where a public examination is not missed.**
- Model letter 2 should be used for fixed term exclusions of **between 5.5 and 15 days** (single or cumulative) **or where a public examination is missed.**
- Model letter 3 should be used for fixed term exclusions (single or cumulative) of **16 days or more**
- Model letter 4 should be used for **permanent** exclusions.

All exclusion cases should be treated in the strictest confidence.

In exceptional cases - usually where further evidence has come to light – a fixed period exclusion may be extended or converted to a permanent exclusion. In such cases the Headteacher must write again to the parents explaining the reasons for the change. The Headteacher may choose to withdraw an exclusion that has not yet been reviewed by the Discipline Panel.

## 2. Informing the Discipline Panel and the LEA

- 2.1 Within one school day the Headteacher must inform the Governing Body's Discipline Panel Coordinator and the LA of:
- a) permanent exclusions
  - b) exclusions which will result in the student being excluded for more than five school days or 10 lunchtimes in any one term
  - c) exclusions which will result in the student missing a public examination
- 2.2 Fixed period exclusions totalling five or fewer school days, or 10 or fewer lunchtimes or half days, in any one term must be reported to the Discipline Panel and LA once a term.
- 2.3 Exclusion reports should include **(use Form X1, see attached)**:
- a) the student's name
  - b) the length of the exclusion
  - c) the reason for the exclusion
  - d) the student's age, gender and ethnicity
  - e) whether the student has a statement of SEN, is being assessed for such a statement, or is on *School Action* or *School Action Plus*
  - f) whether the student is in Local Authority care

### LAW Guidelines

*Education (Pupil Exclusion and Appeals)(Maintained Schools)(England) Regulations 2002 and Improving Behaviour and Attendance; Guidance on Exclusion from Schools and Pupil Referral Units (Sept 2006).*

*Regulation 4 requires the Headteacher to inform the parents (or student if he is 18 or over) of details of an exclusion. The Headteacher must also inform the local education authority and governing body if the exclusion is permanent, will result in the student missing a public examination, or takes the total exclusions for that student over five days in a term.*

*Where the exclusion is*

- *permanent;*
- *will result in the student missing a public examination;*
- *takes the total exclusions for that student over 15 days in a term, or*
- *the parent (or student if he is 18 or over) wishes to make representations and the student would be excluded for more than five days in a term*

*Regulation 5 requires the governing body to consider the circumstances, listen to any representations from the parent (or student if he is 18 or over) or the local education authority, and to decide whether the student should be reinstated.*

**Reviewed by CCC Committee: January 2010**  
**Approved by the Full Governing Body: March 2010**

**Information concerning the exclusion of [Name] :**

**Date of Exclusion:**

- You have a duty to ensure that your child is not present in a public place in school hours during the exclusion period (**start date to end date/or 5 school days**) unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Local Authority if **[Name]** is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.
- **[Name]** has taken work home to be completed during this exclusion. **It is your responsibility to ensure that this work is completed and returned to school for marking.**
- You should be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you may make a claim to the Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN. Making a claim would not affect your right to make representations to the governing body.
- You have a right to see a copy of your child's school record. A copy can be supplied if you request it **in writing**. There may be a charge for photocopying.
- You may wish to contact Maxine Gamage at Kent County Council, Croft House, 5 East Street, Tonbridge TN9 1HP or telephone 01732 225064 who can provide advice.
- You may also find it useful to contact the Advisory Centre for Education (ACE) – an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 020 7704 9822 or at [www.ace-ed.org.uk](http://www.ace-ed.org.uk). You may also wish to contact Partnership with Parents on 01622 755515.

## MODEL LETTER 1

### NOTIFICATION OF A FIXED PERIOD EXCLUSION OF LESS THAN 5.5 DAYS, AND WHERE A PUBLIC EXAMINATION IS NOT MISSED

Dear **parent/guardian**

I am writing to inform you of my decision to exclude **name** for a fixed period of **period of exclusion**. This means that **name** will not be allowed in school for this period.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **name** has not been taken lightly. **name** has been excluded for this fixed period because **reason**

You have the right to make representations about this decision to the governing body. If you wish to make representations please contact the Coordinator of the Governors' Discipline Committee, Mr M. Brain, c/o the school address. 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.

**name's** exclusion **begins/began on date** and expires on **date** and we expect **him/her** to be back in school on **date**. Please ask him to report to **whoever**

Yours sincerely

Mr S. Adamson  
Headteacher

## MODEL LETTER 2

### **NOTIFICATION OF A FIXED PERIOD EXCLUSION OF 5.5 TO 15 DAYS, OR WHERE CUMULATIVE EXCLUSIONS IN THE SAME TERM FALL WITHIN THIS RANGE, OR WHERE A PUBLIC EXAMINATION IS MISSED**

Dear **parent/guardian**

I am writing to inform you of my decision to exclude **[child's name]** for a fixed period of **[period of exclusion]**. This means that **[child's name]** will not be allowed in school for this period.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[child's name]** has not been taken lightly. **[child's name]** has been excluded for this fixed period because **[reason for exclusion]**

From the **[6th school day of the student's exclusion [specify date]** until **[expiry date]** we will provide suitable full-time education. On **[date]** **[child's name]** should attend at **[name and address of the alternative school]** at **[specify the time]** and report to **[staff member's name]**.

You have the right to make representations about this decision to the governing body. You also have the right to request a meeting of the school Governors' Discipline Committee at which you may make representations and the decision to exclude will be reviewed. As the length of the exclusion is more than five school days in one term the governing body must meet if you request it to do so. The latest date the committee can meet is **[date — no later than 50 school days from the date of exclusion]**. If you wish to make representations to the Discipline Committee and wish to be accompanied by a friend or representative please contact Mrs L. Birchard, Clerk to the Governors' Discipline Committee, (c/o the school address, tel 01892 527444 ext 137 or email [lbirchard@sgschool.org.uk](mailto:lbirchard@sgschool.org.uk)), as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform Mrs Birchard if it would be helpful for you to have an interpreter present at the meeting.

**name's** exclusion **begins/began on date** and expires on **date**, and we expect **[name of child]** to be back in school on **[date]** at **[time]**. It would be helpful for us to meet to discuss **[name of child]**'s return to school before they are due back. Please could you contact **[name]**, before your child is due to return to school, to arrange a convenient time and date. The purpose of a reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview would be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

Yours sincerely

Mr S. Adamson

Headteacher

### MODEL LETTER 3

#### NOTIFICATION OF A FIXED PERIOD EXCLUSION OF 16 DAYS OR MORE, OR WHERE CUMULATIVE EXCLUSIONS IN THE SAME TERM ARE 16 DAYS OR MORE

Dear **parent/guardian**

I am writing to inform you of my decision to exclude **[child's name]** for a fixed period of **[period of exclusion]**. This means that **[child's name]** will not be allowed in school for this period.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[child's name]** has not been taken lightly. **[child's name]** has been excluded for this fixed period because **[reason for exclusion]**.

As the length of the exclusion is more than 15 school days in total in one term the School Governors' Discipline Committee must meet to consider the exclusion. At the review meeting you may make representations to the governing body if you wish to do so. The latest date the Discipline Committee can meet is **[date — no later than 15 school days from the date the Discipline Committee is notified]**. If you wish to make representations to the Discipline Committee and wish to be accompanied by a friend or representative please contact Mrs L. Birchard, Clerk to the Governors' Discipline Committee, (c/o the school address, tel 01892 527444 ext 137 or email [lbirchard@sgschool.org.uk](mailto:lbirchard@sgschool.org.uk) ) as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform Mrs Birchard if it would be helpful for you to have an interpreter present at the meeting.

**name's** exclusion **begins/began on date** and expires on **date**, and we expect **[name of child]** to be back in school on **[date]** at **[time]**. It would be helpful for us to meet to discuss **[name of child]**'s return to school before they are due back. Please could you contact **[name]**, before your child is due to return to school, to arrange a convenient time and date. The purpose of a reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview would be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

Yours sincerely

Mr S. Adamson  
Headteacher

## MODEL LETTER 4

### NOTIFICATION OF A PERMANENT EXCLUSION

Dear **parent/guardian**

I regret to inform you of my decision to exclude **[child's name]** permanently from **[date]**. This means that **[child's name]** will not be allowed back to this school pending a meeting of the school Governors' Discipline Committee. Alternative arrangements for **[child's name]**'s education will need to be made. In the first instance we will set work for **[child's name]** and would ask you to ensure this work is completed and returned promptly to school for marking.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[child's name]** has not been taken lightly. **[child's name]** has been excluded permanently because **[reason for exclusion — also include any other relevant history here]**.

As this is a permanent exclusion the Governors' Discipline Committee will meet to consider it. At the review meeting you may make representations to the governing body if you wish to do so. ***The governing body have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you may appeal against their decision to an Independent Appeal Panel.***

The latest date the Discipline Committee can meet is **[date — no later than 15 school days from the date the Discipline Committee is notified]**. If you wish to make representations to the Discipline Committee and wish to be accompanied by a friend or representative please contact Mrs L. Birchard, Clerk to the Governors' Discipline Committee, (c/o the school address, tel 01892 527444 ext 137 or email [lbirchard@sgschool.org.uk](mailto:lbirchard@sgschool.org.uk) ), as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Discipline Committee of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform Mrs Birchard if it would be helpful for you to have an interpreter present at the meeting.

I have also today informed Maxine Gamage at Kent County Council Exclusions Office of your child's exclusion and they will be in touch with you about arrangements for **[Name]** education from the sixth school day of exclusion. You can contact them at Exclusions Office, Kent County Council, Croft House, 5 East Street, Tonbridge TN9 1HP or telephone 01732 225064

Yours sincerely

Mr S. Adamson  
Headteacher

### NOTIFICATION OF EXCLUSION – Form X1

This form must be completed when a child is excluded, and a copy sent to the Exclusions Officer with a copy of the formal letter sent to parents.

School:	St Gregory's Catholic Comprehensive School
DfES No:	8865435

Student's Name:
Date of Birth:
Address
Telephone number:

Parent/Guardian name:
Address of parent if different from above:

Ethnic origin
---------------

Is he/she included in the special needs audit	yes/no
If yes, which level: statemented, school action plus or school action	
Level	
Is there a social Services involvement	yes/no
If yes, please give details	
Has the student been excluded before	yes/no
If yes, please give date(s) and type of exclusion:	

Date of Exclusion:
--------------------

Type of Exclusion:
Fixed: Length of Exclusion. Date set for readmission / Reintegration interview
Permanent: Date agreed for exclusion meeting.

Will this period of exclusion include public examinations	yes/no
---	--------

Reason for exclusion:
-----------------------

Please indicate any involvement of Educational Welfare Service, Educational Psychology Service, Individual Student Services, Health Authority, Child and Adolescent Mental Health Service, Young Offenders Team, Police? Please give names and telephone numbers of workers if known.

Date:	Signature of Headteacher.....
-------	-------------------------------