

## Exclusion Policy

Policy Reviewed: November 2021  
Next Policy Review Date: November 2022

### **The Decision to Exclude**

The decision to exclude a pupil from school is a very serious one and will not be taken lightly. The College of Teachers is the only body which can take the initial decision to exclude a pupil. Such a decision will only be taken in response to a serious breach, or breaches, of school discipline\*. In most cases when a pupil is excluded there will have been earlier discussions and/or correspondence between parents and the school about the pupil's behaviour. When a pupil is excluded the College Chair or class teacher must inform the parents/carers and the Eskdale Community Trust for Education Council. A record of the exclusion, agreed by the College of Teachers, must be kept in the child's file.

The representative from the College of Teachers (College Chair or class teacher) must explain to the parents:

1. *why the school has decided to exclude the pupil*
2. *the steps taken to try to avoid exclusion*
3. *any arrangements for setting and marking the pupil's work during their absence from school*
4. *the parents' right to state their case before an Eskdale Community Trust Council Review Panel appointed by the Chair of Council*
5. *their right to see their child's school records.*

### **Types of Exclusion**

There are two types of exclusion, fixed period and permanent. A pupil may be excluded for a specific length of time, e.g. 4 school days. Fixed period exclusions must not total more than 45 school days in a school year. For more serious incidents the school may decide on a permanent exclusion.

#### ***Fixed Period Exclusions***

If a pupil is excluded for a fixed period, the school will inform the parents immediately of the exclusion, the reason for it, and the date when their child will return to school. Parents will also be informed of their right to put their point of view in writing to the Chair of the College of Teachers and the Chair of the Eskdale Community Trust Council should they wish to do so. For all exclusions of over 5 school days in a term the class guardian or class teacher must arrange a meeting to discuss the exclusion with the parents; the excluded pupil should also attend if appropriate.

#### ***Permanent Exclusions***

If a pupil is to be permanently excluded, the school will inform the parents at once, by telephone if possible, of the exclusion and the specific reason for it. The school will also provide parents with details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken earlier. Parents will be told of the right to put their point of view to the Chair of the Eskdale Community Trust Eskdale Community Trust for Education

Council in writing. Parents have the right to see their child's school records before a meeting of the Eskdale Community Trust Council Exclusion Review Panel arranged through the Chair of Council.

The Panel will hear the case put forward by the parents and the school. The excluded pupil should also attend if appropriate. The meeting will be chaired by one of the members of the Review Panel and will be as informal as possible. The school will give its view of the circumstances leading to the exclusion. Parents will be asked for their comments and will be asked to make their own statement. The Panel will ask, and respond to, questions.

When discussions have ended the Review Panel will be left to make their decision, which they will confirm in writing, giving their reasons.

If the Panel decides a pupil should return to school, parents will be given the date of return in writing.

**Related Policies and Documents:**

- **Behaviour Policy**
- **Anti-Bullying Policy**
- **Statement on Parental Contributions**

*\* In the last resort the school reserves the right to exclude pupils if the school considers that their parents are failing to meet commitments with regard to contributions.*

**Endorsement:**

**Name:** Linda Parker

**Position:** Chair of ECTE

**Date:** 28/11/2021