



Pent Valley
TECHNOLOGY COLLEGE

Policy: Exclusions

Pent Valley Technology College
Surrenden Road, Folkestone, Kent, CT19 4ED
Tel: 01303 277161, Fax: 01303 279342

EXCLUSIONS POLICY

Exclusion should be used sparingly in response to serious breaches of school policy or criminal law, during school hours and whilst on a school trip.

Permanent exclusion should be used as a last resort, when all other reasonable steps have been taken, and when allowing the pupil to remain in school would be seriously detrimental to the education and welfare of the pupil or of others.

Each child will be treated as an individual and in the case of Looked After Children every effort will be made to contact social services and deal with matters sensitively.

Alternative measures for application (in no specific order) in advance of exclusion may be:

- interviewing the parent(s)/carer(s) and pupil;
- identifying special education needs;
- negotiating an agreement with the parent(s)/carer(s) and pupil;
- issuing a formal warning;
- withdrawal from class;
- internal exclusion (seclusion);
- detention, school report, community service;
- the involvement of external support services as appropriate.

Temporary Exclusions

A pupil may be excluded on a temporary basis for a serious breach of school discipline.

Examples of behaviour likely to lead to exclusion are as follows:-

- Physical violence
- Substance abuse
- Drinking alcohol on school premises
- Using an aerosol, in a manner likely to harm others
- Repeated instances of unacceptable behaviour in a variety of situations
- Non-compliance with rules which are connected with aspects of safety
- Possession of an offensive weapon

The Procedure

The power to exclude a student is exercisable only by the Headteacher. However, a person acting for the Headteacher, in his or her absence, may make temporary exclusions.

Informing parents about the exclusion

When a decision is taken to exclude a student the parent/carer will be notified immediately, ideally by telephone and this will be followed by a letter. The letter will state:

- for a fixed period of exclusion, the precise period of the exclusion;
- for a permanent exclusion, the fact that it is a permanent exclusion;
- the reasons for the exclusion;

Exclusions Policy - the parents/carers right to make representations about the exclusion to the Discipline Committee of the Governing Body;

- the person whom the parent/carer should contact if they wish to make such representations;
- the parents/carers right to see a copy of her daughter's school record upon written request;
- for a fixed period exclusion, the date and time when the student should return to school;
- for a permanent exclusion, the date it takes effect and any relevant previous history;

- the arrangements made for enabling the student to continue her education, including the setting and marking of work;
- the name and telephone number of an officer of the LA who can provide advice;
- the telephone number of the Advisory Centre for Education (ACE) exclusions helpline.
- Informing the Governing Body

Within one school day the Headteacher will inform the Chair of the Governing Body of:

- permanent exclusion;
- exclusions which will result in the student being excluded for more than 5 school days or 10 half days, in any one term;
- exclusions which will result in a student missing a public examination.
- Exclusions will be reported to the Governing Body annually.

Exclusion reports for the LA will include:

- the student's name;
- the length of the exclusion;
- the reason for the exclusion;
- the student's age and ethnicity;
- whether the student has a statement of SEN, is being assessed for such a statement, or is on School Action or School Action plus;
- whether the pupil is in Local Authority Care.

Responsibilities of the Discipline Committee

On receiving notice of an exclusion from the Headteacher, the Clerk or the Chair of the Discipline Committee

will:

- in the case of one or more fixed period exclusions totalling 5 school days or less in one term, consider any representations from the parent/carer at a meeting convened for that purpose, although they cannot direct re-instatement;
- in the case of one or more fixed period exclusions, totalling more than 5 but not more than 15 school days in any one term, convene a meeting between the 6th and the 50th school day after receiving the notice of exclusion if requested to do so by the parent/carer;
- in the case of permanent exclusion, or one or more fixed period exclusions totalling more than 15 school days in any one term, convene a meeting between the 6th and 15th school day after the date of receipt to consider the exclusion;
- invite, within the statutory time limit, the parent/carer, headteacher and an LA officer to the meeting, at a time and place convenient to all parties;
- ask for any written statements, including witness statements in advance of the meeting;
- circulate in advance any written statements, including witness statements and a list of all those who will be present at the meeting to all parties.

Conduct of the Meeting

Following introductions the Chair will explain the order in which the parties entitled to be heard will state their case and that there will be an opportunity for questioning by other parties after each presentation. The chair will lead the committee in establishing the relevant facts. Questions from the committee members will be taken at the end of each party's statement and following questions by the other parties. Sufficient time will be allowed for each party to put their case. No party attending the meeting will be present alone with the committee in the absence of any other party.

Exclusions Policy

If requested by the parent/carer the excluded pupil will be permitted to attend the meeting and to speak. The parent/carer may be accompanied by a friend or legal representative.

Order of Proceedings

- the Chairman of the Discipline Committee makes introductions and outlines the reason for the meeting;
- the Headteacher presents the reasons for the exclusion;
- the parent(s)/carer(s) may question the Headteacher;
- the parent(s)/carer(s) to give their views;
- the Headteacher may question the parent(s)/carer(s);
- the panel may question all parties;
- the Chairman to summarise the proceedings;
- the Headteacher and parent(s)/carer(s) withdraw;
- all parties will be informed of the Committee's decision, in writing, within one school day of the meeting, stating their reasons;
- parent(s)/carer(s) are notified of their right of appeal, if appropriate.
- If the Discipline Committee decides to re-instate a student, then a date for reinstatement will be given. The committee may attach conditions to any direction they may give regarding re-instatement.

Where a decision is taken not to re-instate then the letter will include the following information:

- the reason for the decision;
- their right of appeal to an Independent Appeal Panel, together with the name and address of the person to whom any notice of appeal should be sent;
- the date by which any notice of appeal should be lodged;
- that any notice of appeal must set out the grounds on which the appeal is made.

After the meeting a note of the Discipline Committee's views on the exclusion will be placed in the student's school record, with copies of relevant papers.