



# Sacred Heart School

## Exclusion Policy

*At Sacred Heart School we all aspire to provide a happy, safe and secure environment in which every child is encouraged to achieve their full potential.*

*This policy is applicable to all pupils, including those in EYFS.*

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Review Cycle:	Annually

Sacred Heart School is a happy school and, although incidences of disruptive or unacceptable behaviour are rare, they are dealt with through the school's Behaviour and Discipline Policy. Exclusion of children is a last resort when all other strategies and sanctions have failed.

Only the Headteacher can exclude a pupil from the school (exceptionally this power rests with the senior teacher in the Head's absence).

### **Use of exclusion**

Before reaching a decision to exclude, the Headteacher:

- Undertakes a thorough investigation of the allegations, allowing the pupil to give their version of events
- Checks whether the incident appeared to be provoked by racial or sexual harassment (see policies on Equal Opportunities and Anti-Bullying)
- Takes account of whether the pupil is from a group at particular risk (e.g. children from families under stress, minority ethnic children)
- If necessary, consults others (not those members of any disciplinary committee)
- As far as is practicable keeps the matter confidential until such time as the disciplinary committee has met

A decision to exclude a child for a fixed period or permanently would be taken only:

- In response to serious and repeated breaches of the Behaviour/Discipline and Anti-Bullying Policy (e.g. verbal abuse, physical violence, theft, wilful disobedience, wilful damage to property, bullying).
- Once a range of alternative strategies have been tried and failed
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school
- Their behaviour puts the safety of themselves or others at risk
- In exceptional circumstances, a permanent exclusion can be given for a first offence. The Headteacher would ensure that there is clear, unequivocal evidence of a serious offence before permanently excluding a pupil.

### **Reporting an exclusion**

The Headteacher informs the Chairman of Governors immediately of any permanent exclusion and of all exclusions which result in the pupil missing more than 5 school days in any one term.

The Headteacher notifies the parent immediately, by telephone if possible, and this is followed by letter explaining:

- Why the pupil has been excluded
- The length of the exclusion
- Steps taken by the school to try to avoid the exclusion
- Any arrangements for enabling the pupil to continue their education
- The parents' right to appeal against the decision to the Governors (initially in writing to the Chair of Governors)
- If the exclusion is permanent, the date the permanent exclusion takes effect, details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken before the present incident

Exclusion cases are treated in the strictest confidence.

### **Length of exclusion**

Pupils can be excluded for a maximum of 45 days in a school year for periods of 1 to 15 days per term.

For every fixed-term and permanent exclusion, a written report on the incident will be produced by the teacher/adult who dealt with the incident and by the Headteacher and kept on file.

A pupil excluded permanently will remain on the school roll while any review or appeal is in progress.

### **Appeals**

When the Governors meet to consider an exclusion, they consider the circumstances under which the pupil was excluded, consider any representation by parents and consider whether the pupil should be reinstated.

*The number of exclusions in the academic year 2023-2024 was NIL*