



EXCLUSION POLICY

1. Introduction:

It is the policy of St. Edmund Arrowsmith Catholic High School to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. (See Whole School Behaviour Policy).

The principal legislation to which this guidance relates is:

- The Education Act 2002, as amended by the Education Act 2011;
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
- The Education and Inspections Act 2006;
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007; Exclusion Guidance 2017 (Government consultation 2017)

2. Principles:

- 2.1 Exclusion is a sanction used by the school only in cases deemed as serious breaches of the Whole School Behaviour Policy. A student may be at risk of exclusion from school for:-
 - Verbal or physical assault of a student or adult;
 - Persistent and repetitive disruption of lessons and other students' learning;
 - Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.
 - A series of smoking related incident or use of an e cigarette on school premises
 - Deliberate damage to school property
 - Bringing prohibited items into school such as illegal substances, drug paraphernalia, alcohol or items intended to be used as a weapon.
- 2.2 A Fixed Term Exclusion from the school can only be authorised by the Headteacher or one of the SLT acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.
- 2.3 In the case of a Permanent Exclusion this can only be authorised by the Headteacher and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Headteacher of the school.
- 2.4 The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.
- 2.5 The school regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.
- 2.6 School is responsible in providing full-time education from the 6th day of fixed term exclusion.
- 2.7 Should a pupil have in excess of 20 days exclusion in one term, then a behaviour focussed meeting between the pupil, parent/carer, Headteacher and representatives from the Governing Body will be triggered, possibly leading to a permanent exclusion.

3. **Notification of an Exclusion**

- 3.1 Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will either be given to parents on the day of the meeting or will be posted within 24 hours of the exclusion.
- 3.2 In the case of a Permanent Exclusion parents will be notified by the Headteacher in a face-to-face meeting.
- 3.3 A student who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.
- 3.4 The school will also work to put in place a programme for the pupil on his/her return. This may include a period of time with our Inclusion Manager who will work through the pupil's specific issues before supporting them to return to their normal timetable. This may also include input from other staff at the school, parents, if appropriate, and any other appropriate bodies including external agencies. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the school will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following exclusion, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.
- 3.5 The Chair of Governors, LA Officer and relevant school staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which will be stored on Arbor; it will clearly outline the reasons for the exclusion.

4. **Students returning from a fixed-term exclusion**

All students returning from a fixed term exclusion are required to attend a reintegration meeting with Their Director of Learning.

This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student and school.

5. **Permanent Exclusions**

A school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a Headteacher may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

If your child has been permanently excluded, be aware that:-



- The school's governing body is required to review the Headteacher's decision and parents may meet with them to explain their views on the exclusion
- If the governing body confirms the exclusion, parents can appeal to an independent appeal panel organised by the local authority
- The school must explain in a letter how to lodge an appeal
- The local authority must provide full-time education from the sixth day of a permanent exclusion

6. **Appeals**

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governors against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Clerk to the Governors.

7. **Relationship to other Policies**

The Exclusion Policy should be read in conjunction with the school's Achievement & Behaviour Policy as well as other relevant school policies, particularly the Special Educational Needs Policy and the Equality & Diversity Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.

Approved on:	24 March 2026 18 March 2025 03 October 2023 06 December 2022 23 March 2021
Signed by:	Headteacher 
Signed by:	 Chair of Governors
Review date:	March 2027