



EXCLUSION POLICY

*O Lord, Bless our school,
That working together and playing together,
We may learn to serve you,
And to serve one another.*

The school's Behaviour Policy outlines expectations and key strategies for promoting good behaviour. The Government supports headteachers in using exclusion as a sanction where it is warranted. However, exclusion should only be used as a last resort, in response to a serious breach, or persistent breaches, of the school's Behaviour Policy.

Types of Exclusion

There are two types of exclusion: Fixed Period and Permanent.

Fixed period exclusions may not be for more than 45 days in any one year.

The Decision to Exclude

The Executive Headteacher holds responsibility for taking the decision to exclude a pupil for a fixed period or to permanently exclude a pupil.

The Head of School (and members of the school's Senior Leadership Team in their absence) are able to exclude a pupil for a fixed period in the absence of the Executive Headteacher.

Any exclusion is used as a last resort, when all other reasonable steps have been taken and, despite this, there is no improvement in the pupil's behaviour.

A pupil may, in extreme cases, be permanently excluded following a serious 'one off' breach of the School's Behaviour policy. At St Thomas', this could apply in the event of serious violence or threatened violence against a pupil or member of staff.

The decision to exclude a pupil must be lawful, reasonable and fair. Care is taken not to discriminate against pupils on the basis of protected characteristics, such as disability or race. Particular consideration is given to the fair treatment of pupils from groups who are vulnerable to exclusion.



Exclusion will not be used for minor offences or as a punishment for non-attendance. Where a pupil is excluded, steps will be taken to refer the pupil for support or to other relevant agencies

Fixed Period exclusions may not exceed 45 days in any one year.

Persistent poor behaviour at lunchtime may result in a fixed period exclusion which covers the lunchtime break.

Procedures for Exclusion

Following the decision to exclude a pupil, the Headteacher will:

- Inform the child's parents or guardians that their child has been excluded, the type and length of the exclusion and the reasons for it both verbally and by letter.
- Inform the parents in writing of their right to appeal to the Governing Body and to ask for an independent review panel to meet.
- Provide work to be set for the child to undertake at home during a fixed exclusion.
- Arrange a re-integration meeting on the first day back in school with SLT, SENCo, parents and the child (where appropriate)

Procedures for permanent exclusion: Action by the Governing Body

The Governing Body will nominate a pool of three governors, none of whom will be a parent governor, to serve as the Discipline Committee as the need arises. A clerk to the Discipline Committee will also be nominated. The quorum for the Committee is three members.

If the parents give notice that they wish to make representations, the governing body should arrange a meeting to discuss the exclusion as soon as is practicable. The meeting should be arranged at a time and place convenient for the parents within reason. All efforts should be made to provide an environment which avoids intimidation and excessive formality. The governing body should advise parents and pupils that they may, if they wish, have someone of their own choice to accompany them and assist them at the meeting.

The meeting should serve the purpose of enabling the parents to have their views heard and for the parents to hear the views of the school.

The decision of the meeting and the reason for the decision should be clearly communicated to the parents without delay.

