



EXCLUSIONS POLICY

Autumn 2016

To be reviewed Autumn 2017

Colmers Farm Primary School

Exclusion Policy

The role of the head teacher

The head teacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, such as verbal, physical abuse, or assault, the head teacher may permanently exclude a child.

The Role of governors

The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the head teacher in carrying out these guidelines.

The head teacher has the day-to-day authority to implement the school behaviour and discipline policy, but governors may give advice to the head teacher about particular disciplinary issues. The head teacher must take this into account when making decisions about matters of behaviour.

Fixed-term and permanent exclusions

Only the head teacher (or acting head teacher) has the power to exclude a pupil from school. The head teacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The head teacher may also exclude a pupil permanently. It is also possible for the head teacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the head teacher excludes a pupil, he/she must inform the parents, giving reasons for the exclusion and following the guidance in the DfE 2012 Exclusions documentation. The head teacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make such an appeal.

The head teacher informs the LEA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

The governing body itself cannot either exclude a pupil or extend the exclusion period made by the head teacher.

The governing body has a discipline committee which is made up of between three and five members. This committee considers any appeals in relation to fixed term exclusions, and all permanent exclusions within the time frames and guidance set out in the 2012 legislation.

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

If governors' appeals panel decides that a pupil should be reinstated, the head teacher must comply with this ruling.

The head teacher and the governors will act in line with the DfE 2012 publication of Exclusions Guidance.

Monitoring

The head teacher keeps a record of any pupil who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

Review

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

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Policy adopted by FGB:

Signed *Valerie Sewell* **Chair of Governors**

Date: *23/11/16*

