



# Castle Hill School

## Exclusion Guidance Policy

<b>Policy Created</b>	2016
<b>Signed off Last review</b>	2018
<b>Review frequency</b>	Annually
<b>Date to be reviewed</b>	2019

'The Schools Standard and Framework Act 1998' lays down the means by which the sanction of exclusion may be used.

'Exclusions from maintained schools, academies and pupil referral units in England'

Government consultation response July 2017 gives further clarification.

Castle Hill School's Positive Behavior Policy states: If a pupil's behaviour deteriorates in such a way that the Positive Behaviour Management process is not effective exclusion may need to take place. Exclusion is very rarely applied in Castle Hill School and is only considered after all other options have been explored to support the student to remain in school.

All pupils, regardless of their circumstances, have the right to receive a high quality education and the necessary support in schools to attain it. Good behaviour in school is essential to ensure that all pupils can benefit from the opportunities provided by education. It should be noted that the government supports Principals in using exclusion as a sanction where it is warranted.

The statutory guidance on exclusions sets out the process to which relevant schools must have regard when issuing an exclusion, and the process by which parents can make representations against a decision to exclude. All exclusion decisions must be lawful, reasonable and fair.

## **Exclusions**

What happens when your child is excluded:

If a child is being excluded from school parents or carers are notified about the exclusion as soon as possible. Parents would then receive a letter informing them of how long their child is excluded for and why.

Information contained in the letter would include details of how to challenge the exclusion.

Exclusions can start on the same day depending on circumstances.

## **Types of exclusion**

There are 2 kinds of exclusion - fixed period (suspended) and permanent (expelled).

### **Fixed period exclusion**

A fixed period exclusion is where a student is temporarily removed from the Academy. They can only be removed for up to 45 school days in one school year, even if they've changed school. If a child has been excluded for a fixed period, schools should set and assess work for the first 5 school days.

If the exclusion is longer than 5 school days, the school must arrange suitable full-time education from the sixth school day.

**Permanent exclusion**

Permanent exclusion means a student is expelled. The Local Authority must then arrange full-time education from the sixth school day.

**Alternative education and exclusion**

The Academy or Local Authority must inform parents about any alternative education they arrange. It's the parent's responsibility to make sure the student attends.

**Making a complaint**

If alternative education isn't arranged within 5 days, or parents are not happy with the alternative education offered parents can complain to:

the Academy, for fixed period exclusions

the Mutli Academy Trust Board of Directors, for permanent exclusions

Parents can also refer to the Department for Education (DfE) and will be required to show that they have followed the Academy's complaints procedure.

**Special circumstances**

If a student is on a child protection plan or is a Looked After Child the social worker for that child will also be informed of the exclusion. In the case of Looked After Children the Virtual School will also be informed.