

Exclusion Policy February 2019

Reviewed by: Sarah Fox
Reviewed on: February 2019
Next review: August 2019
Related Policies: Equal Opportunities and Inclusion Policy, Positive Behaviour & Discipline Policies

Endorsement

Full endorsement is given to this policy by:

Name: Claudia Goodbrand

Position: Cambridge Steiner School Trustee

Signed:



Date: February 2019

The Decision to Exclude

The decision to exclude a pupil from the School is a very serious one and will not be taken lightly and will not be undertaken without due process.

The School Coordination Team will make the decision whether or not to exclude a pupil. Such a decision will only be taken in response to a serious breach or breaches of School discipline. In most cases when a pupil is excluded there will have been earlier discussions and/or correspondence between parents and the School about the pupil's behaviour. When a pupil is excluded the kindergarten/class teacher must inform the parents/carers and the Trustees on the same day.

The kindergarten/class teacher, hereinafter referred to as the School, must explain to the parents:

- Why the School has decided to exclude the pupil
- The conditions of the exclusion (from when to when, expectations, etc)
- The steps taken to try to avoid exclusion
- The arrangements for setting and marking the pupil's work during their absence from the School (if more than one day)
- The parents' right to state their case before the Trustees Exclusion Review Panel
- The parents' right to see their child's School record

Types of Exclusion

There are two types of exclusion: fixed period (also known as suspension) and permanent (also known as expulsion). A pupil may be excluded for a specific length of time, eg. four school days. Fixed period exclusions may not total more than 45 school days in a school year.

For more serious incidents the School may decide on a permanent exclusion.

Fixed Period Exclusions

If a pupil is excluded for a fixed period, the School will inform the parents immediately of the exclusion, the reason for it, and the date when their child will return to the School. Parents will also be informed of their

right to put their point of view to the School in writing, and to the Chair of the Board of Trustees should they wish to do so.

For all exclusions the kindergarten/class teacher must arrange a meeting to discuss the exclusion with the parents.

Permanent Exclusions

If a pupil is to be permanently excluded, the School will inform the parents at once, by telephone if possible, of the exclusion and the specific reason for it.

The School will also provide parents with details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken earlier. Parents will be told of the right to put their point of view to the Chair of the Board of Trustees in writing.

Parents have the right to see their child's School records before the meeting, which can be arranged through the School Manager.

The Trustees will nominate an Exclusion Review Panel to hear the case put forward by the parents and the School. The excluded pupil should also attend if appropriate. The meeting will be chaired by one of the members of the Trustees Exclusion Review Panel and will be as informal as possible. The School will give its view of the circumstances leading to the exclusion. Parents will be asked for their comments and will be asked to make their own statement. The Panel will ask and respond to questions.

When discussions have ended, the Trustees Exclusion Review Panel will be left to make their decision, which they will confirm in writing giving their reasons.

If the Panel decides a pupil should return to the School, parents will be given the date of return in writing and the conditions of return, if any.

No Physical Punishment: The School does not endorse any method of physical punishment of pupils. The hitting, smacking, shaking or physical or verbal intimidation of pupils by staff is regarded as a matter of serious concern by the School and will be dealt with through the appropriate channels. All sanctions should have a clear pedagogical purpose and value. In cases of persistently difficult behaviour, staff should follow the disciplinary procedures and establish an Individual Behaviour Plan to help support the pupil.

Sending Home

A teacher may send a pupil home for the rest of the day because the way he/she is dressed is unsuitable and breaches the dress code and the pupil has been warned before or because they are unwell. This is not the same as exclusion.

The fixed term exclusion procedure should be used only after an extremely serious or persistent breakdown in behaviour:

1. The Kindergarten/Class Teacher must confer and seek agreement with the School Coordination Team before taking any step in exclusion (see also Behaviour/Discipline policy) then:
2. Inform the pupil's parents/carers immediately
3. The pupil must be sent to wait in the School Office or other supervised situation until arrangements are made for the pupil to leave the School grounds.
4. Record the exclusion on the blackboard in the teachers' room.
5. Confirm the exclusion and the period of the exclusion in writing to the parents/carers.

6. Immediately place a copy of this, and any other correspondence, incident report etc, in the pupil's file.

Permanent Exclusion will normally arise out of a succession of difficulties and fixed period exclusions and a lack of improvement despite a number of supportive measures being put in place to help the pupil manage and access the education. Permanent exclusion can also arise from an act of extreme violence exhibited by the pupil or a serious illegal act perpetrated by the pupil. If this latter is the case, a fixed period exclusion may be imposed while investigation takes place and if appropriate/necessary will be made into a permanent exclusion without the pupil returning to the School.