

Exclusions Policy

1. **Statement of Policy:**

St George's School is committed to providing optimum learning opportunities for all its students. Any exclusion in this context is a major decision and must be made within clear parameters.

2. **The aim is::**

- A minimum number of exclusions, whilst safeguarding the well-being and education of other students;
- Understanding by all staff, students, parents and Governors of the school's commitment to its students and their learning potential;
- Understanding by all staff, students, parents and Governors of the process and its seriousness; and
- Agreed procedures available to parents and the Governing Body if necessary.

3. **Procedures:**

The school recognises that certain students, because of unacceptable behaviour, often spend a disproportionate amount of time receiving disciplinary measures, which include counselling and punishment. The school will always persevere with helping these students where:

- The school receives full parental support;
- The School does not feel that the student is a persistent bully, i.e. Other students are not afraid of that individual;
- The School does not feel that to continue to provide a place for that student significantly damages the learning of others; and
- The student does not persist in disruptive behaviour contrary to the school behaviour policy.

The school does not exclude a student unless it is absolutely necessary to do so. This is in response to a serious or continuous breach of the school discipline policy; or if allowing the student to stay would harm the education or welfare of other students or staff; or the school is unable to meet the needs of that student. The exclusion of students must be the final sanction at the end of a series of initial sanctions.

The initial sanctions in Secondary are:

- Verbal reprimand by a member of staff;

- Lunch time detention;
- Key Stage Coordinator Detention;
- The student is placed On report; [Supported individual study, namely, the student is removed from the class, to work on her/his own in a place free from disturbance until the situation can be resolved; and Warning of possible exclusion

The last three procedures will be documented, and parents informed.

The initial sanctions in Primary are set out in the rewards and consequences programme:

- Individual Behaviour Monitoring (IBM) resulting in an
 - Individual Behaviour Plan (IBP),
 - Detention with the Deputy Head Teacher, Head Teacher and
 - Being put 'On report'.
 - Warning of possible exclusion

Parents will be informed and will be involved in the above four procedures.

In the case of both Primary and Secondary students, if it is felt that the above normal disciplinary actions of the school are having little effect, then the student will move on to an Individual Support Programme (ISP). This will be specifically designed to counteract those misdemeanours causing the most problems.

The school will also recommend counselling support to any student seen as at risk of exclusion and if appropriate will recommend external agencies which could be involved.

If there is no improvement an official written warning will be sent to the student at that stage, informing them that their place at the school is at risk. This will be communicated in writing to the parents or guardians by the Principal. This will also be shared with the Chair of Governors (BoG).

Continuous misbehaviour or very serious individual offence will then bring the student to a fixed-term exclusion. The Head Teacher will take the decision to exclude the student for a fixed number of days and will inform the Principal who will in turn inform the Chair of the Board of Governors (BoG). Notice of a fixed-term exclusion, and the reasons leading to it, will be provided in writing to the student's parents or guardians. There is no right of appeal to the Board of Governors for any fixed-term exclusion although parents and guardians do have the opportunity to write to the Chair of the Board of Governors if they wish to..

Any decision to exclude permanently is taken by the Principal, on the recommendation of the relevant Head Teacher, who will inform the Chair of the BoG. Notice of a

permanent exclusion, and the reasons leading to it, will be provided in writing to the student's parents or guardians.

Notwithstanding the procedures laid out above:

There will be exceptional circumstances where, in the judgement of the Principal, it is appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another student or member of staff;
- Sexual or racial abuse or assault;
- Supplying or using an illegal drug; or
- Carrying an offensive weapon.

In cases of permanent exclusion, the student's parents have a right of appeal to the Board of Governors.

Such appeals should be made through the School office addressed to the Chair of Governors within 10 business days of the notification by the School to the parents or guardians of the decision to permanently exclude.

The appeal hearing will be conducted by a panel of 3 members. This will comprise 2 members of the governing body to include the Chair or Vice Chair and also additionally a member independent of the Board of Governors, the School and the family concerned. This will usually take place within 10 working days of receipt of the request and the parents or guardians will be informed of the process by the Chair of the Board of Governors.

If the School decides to permanently exclude a student and the parents then exercise their right of appeal to the Board of Governors, the school fees remain payable during the period from the initial exclusion date until the date of the decision taken by the panel of appeal convened by the Chair of the Governors. If the decision to permanently exclude is upheld by the panel of appeal no further school fees are payable.

It is vital that all stages of the procedure are documented and parents are always informed of any action taken.

4. Monitoring and review

This policy will be reviewed annually.