

Alexandra Primary School Exclusion Policy

Alexandra Primary School follows the guidance issued by the Local Authority on exclusion, see below:

There are two types of exclusion, fixed term exclusion and permanent exclusion. Both are serious steps for a school to take and all parents or carers should work with schools to address any concerns about their child's behaviour.

Only the Headteacher may decide to exclude a pupil. In the Head teacher's absence, the most senior teacher who is acting as head will decide whether or not to exclude a pupil.

If your child has been excluded, the Headteacher will send a letter within one school day, which must include:

- The precise period of the exclusion
- The reasons for your exclusion
- Arrangements for alternative education during the exclusion (if more than five school days)
- Your right to state your case to the governors and how to go about this

Fixed term exclusion

Most schools will invite you to a meeting to discuss the exclusion upon your child's return to school, and it is helpful for you to meet with teachers to discuss your child's future.

If you disagree with the exclusion, you have the right to put your case to the school governors, depending on the number of days your child has been excluded, the governors are able to return to school a child who is still excluded, this is called reinstatement.

If the exclusion is for five school days or more, or if your child will miss a public examination, you have the right to make representations at a school governors meeting. If the exclusion is less than five school days, the school governors do not have to hold a meeting, but you may submit written representation for them to consider and place on record.

Where any child's exclusions total more than 15 days in one term, the governors will automatically meet to review the exclusion, whether or not you choose to request or attend this meeting.

Fixed term exclusions for any child should not add up to more than 45 school days in one school year.

Permanent exclusion

Permanent exclusion is usually used as a last resort when all other alternatives have been exhausted. For example, your child could be permanently excluded from school if:

- They have seriously broken the school's behaviour policy
 - It would seriously harm the education or welfare of themselves or others if they stayed in school
- Children can also be excluded for behaviour outside school if the Headteacher feels that there is a clear link between that behaviour and maintaining good behaviour within the school.

Once your child has been permanently excluded, it becomes our responsibility to place your child in educational provision.

Before deciding to permanently exclude, the Headteacher should make sure:

- A thorough investigation was carried out
- Your child is given a chance to say what happened
- Available evidence is carefully considered.
- The school's behaviour and equal opportunities policy is taken into account

Once the school has sent you official notification of the permanent exclusion, they will invite you to attend a school governors meeting to review the permanent exclusion. This meeting must be held within 15 school days of the exclusion.

You can choose to put your case in writing to the governors but it is generally much better to attend in person. It is NOT compulsory for your child to attend the governors meeting but they may choose to do so. You may also bring along a friend or person to make representations on your behalf, but you must inform the school in advance if you choose to do so.

The governors can decide to either uphold the Head teacher's decision or reinstate your child.

If the governors uphold the decision to exclude your child, you have the right to request an independent review of their decision.