

## Bristol Cathedral Choir School

### Mission Statement

*Bristol Cathedral Choir School is a Church of England Academy with an ethos reflecting the Christian faith and with music and mathematics as its specialisms.*

*It aspires to be a learning community where all achieve their full potential in a supportive and tolerant environment, so that they can contribute fully to the society in which they live.*

Name of policy	<b>Exclusion Policy</b>
Author of policy	<b>Simon Antwis</b>
Governing group responsible for the policy	<b>Full Governors</b>

### Introduction

The use of exclusion is governed by the provisions of the Education (No. 2) Act 1986 as amended by the Education Act 1993. This policy should be read in conjunction with the School Behaviour Policy and the SENCO Policy.

### Aims & Objectives / Rationale

This is an equal opportunity school and our aim is to ensure that all pupils achieve the highest standards of work and behaviour, in a stimulating and challenging environment which promotes and celebrates achievement.

### Process / Procedure

**The Principal (or a nominated person in the Principal's absence) is legally the only person who can exclude a pupil either for a fixed term, or permanently, from school. Except in exceptional circumstances the decision to permanently exclude may only be taken by the Principal.**

### GUIDELINES

- To exclude a pupil for a fixed term is a serious sanction and should not be used lightly.
- To exclude a pupil permanently from school is the ultimate sanction, and one that should be avoided if at all possible.
- There are a few actions which will result in an automatic exclusion (fixed term or permanent). Pupils should be made aware of these. Please see appendix A.
- In most cases the decision whether to exclude, for how long, takes into account cumulative unacceptable behaviour, and the response of the pupil to the support and advice offered.
- Parents should always be warned if their child's behaviour is such that it is likely to lead to an exclusion. Parents should be involved in preventative strategies.
- Use should be made of the observations of the SAFS Team to signify that a pupil's behaviour, unless altered, is likely to lead to permanent exclusion.
- Most pupils who are excluded have a history of unacceptable behaviour. The school tries to support pupils to help them improve their behaviour and focus on their work.

- Support available from the SENCO Department will normally include writing of individual education plans (IEPs) focusing on improving behaviour.
- The School Behaviour Policy sets out the strategies used and the context in which exclusion is used.

## **RECOMMENDATIONS FOR EXCLUSIONS**

The following procedures must be followed:

- The decision to exclude is most likely to follow a particular incident. This may be serious enough to justify exclusion or be the culmination of a series of events.
- Statements must be taken from at least two reliable pupils who witnessed the incident(s), preferably not close friends of the culprit or victim (where a victim exists).
- Statements are usually given in confidence. These must not be directly quoted or shown to other pupils, or their parents, without the permission of the pupil who made the statement.
- Statements from adults who have witnessed the incident must also be taken if possible.
- The Assistant Principal, who is the line manager, will discuss what is the most appropriate action to be taken. If a pupil is the subject of an IEP (statemented or not) discussions should include the Senco. If possible the tutor will also be consulted at this stage.
- If they decide to recommend to the Principal that the pupil should be excluded, they prepare the appropriate documentation.
- If the recommendation is to permanently exclude the Assistant Principal (and SENCO) must prepare the documentation to support the case. This will include a full past history of the pupil including information on attainment. Where appropriate, a full report from SEN must be included. The documentation must be compiled within *three days* of the exclusion.
- The Principal makes the final decision (or the nominated person in his absence).
- Every effort must be made to contact parents by phone by the Assistant Principal. The pupil must be seen by the Principal (or nominated person in his absence) to explain the punishment and arrangements for re-admission.
- The standard letter must be used. The reasons for the exclusions must be explained and a copy of the letter handed to the pupil to take home. (See appendix for standard letters.)
- One copy of the letter is posted to the parents and another is placed on the pupil's file.
- Further copies are placed in the SLT float file, given to the Principal, sent to the SEN and to the Chair of the Exclusion Panel.
- During the period of exclusion it is the responsibility of the Assistant Principal (Teaching & Learning) to provide work to be done at home by the pupil.
- The parent must be asked to accompany the pupil on return to school following a fixed term exclusion. (This interview may take place during the period of exclusion. The pupil should usually be present). They will normally be seen by the Principal and the Assistant Principal.
- Agreements to avoid a repeat of unacceptable behaviour must be agreed and documented.
- This may take the form of a behaviour contract. (See appendix E.) The pupil may be placed on report. It must be made clear that failure to abide by the agreement will lead to further exclusion. Where appropriate, copies are sent to the SEN so that support can be organised.

## **ADMISSION OF PUPILS EXCLUDED FROM OTHER SCHOOLS**

Any pupil joining Bristol Cathedral Choir School following exclusion from another school will be considered for admission via the Negotiated Transfer Scheme operated by Bristol City Council. The Assistant Principal will attend all Admission Forums and Fair Access Panels as part of this commitment by the Academy.

## **MONITORING EXCLUSIONS**

The Assistant Principal will keep a record of all exclusions. Exclusions are reported to the Governors at their full meeting every term.

Any exclusion of more than five days in aggregate in any one term, or one that would cause a pupil to miss a public exam, must be reported immediately to the Chair of Governors. The Governors can direct that excluded pupils be reinstated either immediately or on a fixed date. At any stage during the process the Principal can decide to convert a fixed term to a permanent exclusion or a permanent to a fixed term.

## **MEETINGS OF GOVERNORS**

The decision to exclude permanently, or for five days or more, must be followed by a meeting of Governors to consider the case.

## **RIGHT TO APPEAL**

Parents/Carers have the right to appeal against the Principal's decision to exclude their child from school. A meeting is organised by the Clerk to the Governors. The Assistant Principal would normally attend this hearing to present evidence. At the end of the meeting the Governors must decide separately whether they agree with the decision of the Principal. For a fixed term exclusion they must consider whether the length is appropriate. The Principal must abide by the decision. Parents/Carers have a further right to appeal to an independent committee.

## **Resources**

## **Appendices**

- A. Exclusion offences
- B. Fixed term exclusion standard letter.
- C. Permanent exclusion standard letter.

## Appendix A

Temporary exclusion (suspension) will be invoked for serious offences such as bullying or theft. It may also be used for more minor offences after warnings and other sanctions have been tried and failed. Permanent exclusion (expulsion) from School is rare and will only be invoked for very serious offences or after two suspensions within a reasonable time frame have failed to produce the required satisfactory level of behaviour.

Although this is not an exhaustive list, very serious offences include:

- Serious actual or threatened violence (including bullying) against another pupil or a member of the teaching or non-teaching staff
- Involvement in the possession of or supply of illegal drugs
- Sexual abuse or assault
- Carrying an offensive weapon
- Persistent and defiant misbehaviour
- Any breach of discipline that the Head considers to be serious whether contrary to the school's Code of Conduct, Rules or otherwise

## Appendix B

PARENT / CARER  
ADDRESS  
ADDRESS  
ADDRESS  
ADDRESS  
ADDRESS

DATE

Dear [ PARENT / CARER ]

### **[ CHILD ]**

I am writing to you to confirm my decision to exclude [CHILD] for a fixed period of [ x DAYS] day [ DATE TO and FROM]. This means that [CHILD will not be allowed in school for this period.

[CHILD's] exclusion expires at 3.30pm on [ DATE ] and we will expect [ CHILD ] to report to the Principal's office at [ TIME ] on [ DATE ] for a re-integration meeting with [ VICE OR ASSISTANT PRINCIPAL, HOUSE LEADER AND / OR PASTORAL SUPPORT LEADER ]. You are welcome to join this re-integration meeting.

I realise this exclusion may well be upsetting for you and your family, but the decision to exclude [ CHILD ] has not been taken lightly. [ CHILD ] has been excluded for:

- [ REASON FOR EXCLUSION]

You have the right to make representations to the School Governors Discipline Committee. If you wish to make representations please contact Mr Stephen Parsons at Bristol Cathedral Choir School as soon as possible.

Please advise if you have a disability or special needs which would affect your ability to attend or participate fully in a meeting at the school. Also please inform Mr Parsons if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think that the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the SEN and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, Procession House, 55 Ludgate Hill, London, EC4M 7JW.

You have the right to see a copy of [ CHILD'S ] school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of [ CHILD'S ] school record. I will be happy to supply you with a copy if you request it.

The school will continue to set work for [ CHILD ] during the period of [ his / her ] exclusion. Please ensure that any work set by the school is completed and returned to us by the dates indicated for marking.

You may wish to contact Clare Dudley at Bristol LA on/at 0117 903 1370 or at Bristol Education Centre, Sheridan Road, Horfield, Bristol BS7 0PU, or via email: [Clare.Dudley@bristol.gov.uk](mailto:Clare.Dudley@bristol.gov.uk)

[CHILD's] exclusion expires at 3.30pm on [ DATE ] and we will expect [ CHILD ] to report to the Principal's office at [ TIME ] on [ DATE ] for a re-integration meeting with [ VICE OR ASSISTANT PRINCIPAL, HOUSE LEADER AND / OR PASTORAL SUPPORT LEADER ]. You are welcome to join this re-integration meeting.

Yours sincerely

Mr. N. W. Blundell  
Principal

## Appendix C

**From the Headteacher of a primary, secondary or special school (or Teacher in charge of an Education Centre) notifying the parent(s) of the pupil's permanent exclusion.**

Date

Dear .....

I regret to inform you of my decision to permanently exclude .... with effect from ..... This means that .... will not be allowed in this school unless s/he is reinstated by the governing body/the discipline committee.

The decision to permanently exclude .... has not been taken lightly. .... has been excluded because **[SPECIFY REASONS FOR EXCLUSION]**. **[INSERT ANY OTHER RELEVANT PREVIOUS HISTORY HERE]**.

**[THE NEXT 3 PARAGRAPHS ARE FOR PUPILS OF COMPULSORY SCHOOL AGE – REMOVE IF NOT APPLICABLE]**

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 days of this exclusion, i.e. on **[INSERT DATES]** unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

Alternative arrangements for ....'s education to continue will be made. For the first five days of the exclusion we will set work for .... and would ask you to ensure this work is completed and returned promptly to school for marking. **[THIS MAY BE DIFFERENT IF SUPERVISED EDUCATION IS BEING PROVIDED EARLIER THAN THE SIXTH DAY]** From the sixth day of the exclusion onwards i.e. from **[INSERT DATE]** the local authority, **[INSERT NAME OF LOCAL AUTHORITY]** will provide suitable full time education. Arrangements will be notified shortly by letter or telephone.

**[THE NEXT PARAGRAPH IS FOR PUPILS LIVING IN LA OTHER THAN EXCLUDING SCHOOL'S LA – REMOVE PARAGRAPH IF NOT APPLICABLE]**

I have also today informed **[INSERT NAME OF OFFICER]** at **[INSERT NAME OF LOCAL AUTHORITY]** of your child's exclusion and they will be in touch with you about arrangements for their education from the sixth school day of exclusion. You can then contact them at **[INSERT CONTACT DETAILS]**.

As this is a permanent exclusion the governing body must meet to consider it. At the review meeting you may make representations to the governing body if you wish and ask them to reinstate your child in school. The governing body have the power to reinstate your child immediately or from a specified date, or alternatively, they have the power to uphold the exclusion in which case you have the right to ask for the decision to be reviewed by an Independent Review Panel. The latest date by which the governing body must meet is **[INSERT DATE - 15 SCHOOL DAYS FROM THE DATE THE GOVERNING BODY IS NOTIFIED]**. If you wish to make representations to the governing body and wish to be accompanied by a friend or representative please contact **[INSERT NAME OF CONTACT]** on/at **[INSERT CONTACT DETAILS]** as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting. Please let us know if you have a disability or special

needs which would affect your ability to attend the meeting. Also, please inform **[NAME OF CONTACT]** if it would be helpful for you to have an interpreter present at the meeting. **[pupil's name]**, where applicable, is encouraged to attend any proposed meeting.

You should be aware that if you think the exclusion has occurred as a result of discrimination, you may make a claim under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability), in the case of disability discrimination, or the County Court, in the case of other forms of discrimination (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place, e.g. the day on which the pupil was excluded.

The Coram Children's Legal Centre aims to provide free legal advice and information to parents on state education matters.

Phone: 0808 802 0008. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January.

<http://www.childrenslegalcentre.com>

The Advisory Centre for Education (ACE) is an independent national advice centre for parents of children in state schools.

Phone: 0808 800 0327. The advice line is open from 10am to 1pm Monday to Thursday.

<http://ace-ed.org.uk>

Department for Education statutory guidance on exclusions 'Exclusions from maintained schools, Academies and pupil referral units in England' 2012.

<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/g00210521/statutory-guidance-regs-2012>

Yours sincerely

**[INSERT NAME OF HEADTEACHER]**

Headteacher