

**WAKEFIELD GRAMMAR SCHOOL FOUNDATION
(INCLUDING EYFS)**

EXCLUSION POLICY

1.0 Context

Exclusion from school, in accordance with the Foundation's Terms and Conditions, can be a temporary withdrawal for a fixed term or a permanent exclusion. The Foundation's procedures for dealing with temporary and permanent exclusions are mindful of the guidance "Behaviour and Discipline in Schools" (DfE, June 2012).

Section 6a, the relevant section from the Terms and Conditions is produced below. Note that Section 6b also covers the possible exclusion of a pupil but that section makes reference to the behaviour of the parents and not the pupil and is therefore not within the remit of this policy.

Section 6 - Disciplinary procedures

- a) The Head may at his/her discretion require you to remove or may suspend or expel your child from school if he/she considers that your child's attendance, progress or behaviour (including behaviour outside School) is seriously unsatisfactory, and in the reasonable opinion of the Head the removal is in the best interests of the school, your child or other children.*

Only the Head teacher has the authority, after proper consideration, to exclude from school any pupil:

- for a single serious incident or a repeated failure to observe the school's code of conduct or the school's rules,
- whose attendance or work or academic progress is unsatisfactory.

2.0 Behaviour and Conduct

The following list is not exhaustive or exclusive but provides an indication of the sort of behaviour or offence that the Head would consider serious enough to merit consideration of a temporary or permanent exclusion from school:

- physical assault against pupils or adults
- verbal abuse of, threatening behaviour towards or malicious allegations against pupils or adults
- bullying
- racism
- sexual misconduct
- drug and alcohol misuse
- damage to property
- theft

- conduct that facilitates, encourages or makes possible, any of the offences listed above
- persistent disruptive behaviour
- conduct that significantly harms the reputation of the School
- conviction for a criminal offence in a court of law

3.0 Work and academic progress

3.1 Senior School

In the event of a pupil struggling with school work the school will contact parents or guardians, and will aim to distinguish between difficulties caused by a pupil's waywardness or wilfulness and those stemming from a pupil's lack of ability.

The school will determine whether the pupil's approach to school work and lessons is considered serious enough to trigger a review of either a pupil's suitability to progress to the next year or the school's willingness to permit the pupil to continue in the school. In such circumstances, pupils and parents will receive notice of what a pupil must do to improve; an indication of the timeframe during which improvement must happen, and guidance which will be offered to the pupil

3.2 Junior School

It is assumed that pupils in this age range will usually wish to complete work to the best of their ability. Sanctions for late or incomplete or scruffy work may be applied for persistent offences, but only after discussion with parents or carers. Parents and guardians are expected to support their children's learning in a number of ways and to check that their children complete homework on time.

Unsatisfactory work is only very rarely a result of a younger child's unwillingness to complete it and sanctions are not applied in this context. Parents and guardians will need to support their children's learning (e.g. in listening to their children read, or supervising homework, or helping children to choose and prepare 'show and tell' presentations or to learn songs or lines for a play) and will be asked to cooperate with the school in this and other ways.

4.0 Temporary Exclusion

In the event of temporary exclusion of a pupil being deemed appropriate, the parents of the excluded pupil will be invited to a meeting with the member of staff who conducted the investigation so that he/she can present the information that has been gathered and to give an opportunity for the pupil and parents to comment on the offence and the evidence relating to it. A member of the Senior Leadership Team will also be present.

Depending on the nature of the offence, it may be necessary to suspend a pupil temporarily from school while an investigation is being carried out. It may also be necessary for the School to contact the Police or Social Services.

A formal letter from the Head to confirm the temporary exclusion will follow within two school working days of the meeting and the subsequent decision to exclude, clearly stating: the reasons for the temporary exclusion; the length of the exclusion; the date on which the excluded pupil is permitted to return to school.

Temporary exclusions usually range from one to five days' duration depending on the circumstances and seriousness of the situation. Work will be provided for the duration of any temporary exclusion. This work will be marked and returned as appropriate, usually via the pupil's Form Tutor or Head of Year.

Any pupil who has been temporarily excluded will be required to attend a re-entry interview with a senior member of staff on his / her return to School. Parents are welcome to attend this meeting where strategies for returning to normal school life, expectations for conduct and potential consequences of further breaches will be established.

5.0 Permanent Exclusion

Permanent exclusion from school is regarded as a last resort and as noted above will usually be considered in response to a history of persistent disruptive behaviour, of unsatisfactory academic progress or work or of poor attendance where other strategies and sanctions to modify the conduct, progress or work or attendance of the pupil have proved to be ineffective or in response to an extremely serious breach of the School Rules.

The same process for Temporary Exclusion outlined above will apply, with the addition of the additional stage of a formal hearing with the Head. The Hearing will take place after the investigation has been completed; pupil and parents have had an opportunity to meet with senior pastoral staff, including those who conducted the investigation, to hear details of the allegation / offence and the pertinent evidence and there has been an adequate opportunity for pupil and parents to provide any further evidence or submissions that may have a bearing on the final decision. Ideally, such documentation should be in place five working days before the date of the hearing but this may be reduced depending on the nature of the offence and with the mutual consent of both parties.

The Hearing will normally be conducted by the Head and will be attended by the pupil, parents, a note-taker and any other person required usually the Deputy Head or another senior member of the pastoral staff with knowledge of the pupil and the relevant background. The School will present its case and pupils and parents will then have the opportunity to ask questions and present their case. The Head's objective is to establish all the relevant facts to allow him/her to reach a fair decision. At the adjournment of the hearing the Head will indicate when he/she expects to be able to consider all the evidence and reach a decision. Ideally, this will be within two school working days and the decision will be confirmed in writing.

Where a pupil is at risk of permanent exclusion, the option of a voluntary managed move to another school could be considered.

In reaching the decision to permanently exclude, the Head will review the evidence available, including mitigating and aggravating factors relating to any incident, medical or SEN considerations, the academic, extra-curricular and disciplinary record of the pupil concerned, representations of senior pastoral staff, and a meeting with the pupil and his / her parents.

Parents should refer to the School's Terms and Conditions for details of the financial implications of exclusion, whether temporary or permanent.

6.0 Complaints Procedure and Appeals

This information should be read in conjunction with the Foundation's Complaints Policy.

When a decision is taken to temporarily exclude a pupil from school, parents and pupils may contact the Head if they have concerns about the process the school has followed or the fairness of the conclusion reached.

A formal appeal to Governors is not part of the temporary exclusions procedure, but parents may enact the complaints procedure if they have any concerns about the decision or the process by which it was reached.

In the event of an appeal by parents against a permanent exclusion, the process followed will be the same as that followed when a formal complaint is made to the governors as described in the Complaints Policy.

Review History
Policy written

June 2015

L Perry