



PRIORY SCHOOL
EDGBASTON

Permanent Exclusion Policy

1. The governors and staff of Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.
2. The staff, governors and pupils are committed to the safeguarding and welfare of pupils and staff.
3. To meet the needs of our school community all our policies, including this one, can be made available in different formats where reasonably possible such as different font sizes or styles, colour or alternative languages.
4. The Governing body understand that it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

Introduction

The Head, or in his absence, one of the Deputy Heads, has full disciplinary authority over pupils in the School and can suspend a pupil for a fixed period of time or exclude a pupil permanently. A pupil may be suspended or expelled from the School if the Head reasonably believes that one of the following applies:

- Attendance, behaviour or progress is persistently or seriously unsatisfactory and is prejudicial to good order or school discipline or to the reputation of the School. This includes behaviour outside the School, in or out of term time.
- The pupil is unwilling or unable to profit from the educational opportunities offered.
- The pupil has committed a grave breach of conduct.
- The pupil is a subject to a police investigation or conviction. Such a sanction is necessary for the protection of other members of the School.
- It is in the best interest of the School, the child or other children.
- Parental/carer behaviour is unreasonable and adversely affects or is likely to affect the child's, other children's or staff well-being or to bring the School into disrepute.

Normally, fixed term suspensions will precede expulsion, although, in cases deemed to be sufficiently serious, the Head may go directly to expulsion. Expulsion is the most serious sanction available and will normally only be used in grave circumstances and/or when other methods have been tried and found to have failed.

Please refer to Section 61 of the School's Terms and Conditions for more details.

Code of Practice

The Head may suspend a pupil from school for a fixed period of time. The rationale for fixed term suspension is:

- To remove the pupil temporarily from a situation which requires further and unimpeded investigation.
- To create a breathing space for the pupil, parents and the School and, if necessary, to allow time to consider alternative strategies for meeting the pupil's needs.

- To formally involve the parents in discussion regarding the School's concern about the pupil's actions.
- To remind pupils and parents about the consequences of further breaches of conduct.

Where the Head is considering a suspension, the pupil and parents will be informed and a meeting called at the School to discuss the matter. All relevant facts should be made available. The Head will act fairly and in accordance with the principles of natural justice and the pupil and parents will be given the opportunity to respond to the issue involved. All aspects of the pupil's record at the School will be taken into account as will arguments from the parents and pupil in mitigation.

In some exceptional cases, it may be necessary to send a pupil home before the meeting is organised. If so, the parents will be advised and the pupil kept in school until a designated adult is able to collect the pupil. The meeting to consider exclusion will be organised as soon as possible.

The Head will make a decision after considering the issue and the response of the pupil and parents. If he/she imposes an exclusion, a letter will be either given or sent to the parents confirming the reason for the suspension, the exact length of the suspension, the date of return to school, and any further sanction. In the letter, the parents and the pupil will be invited to a 'return to school meeting' with the Head and/or Deputy Head. During this meeting the conditions for return are outlined and a Code of Conduct is signed by the Head and the pupil. The Code of Conduct outlines the consequences of any further breaches of conduct.

- The Chair of Governors (or in their absence, the Vice-Chairperson) will be advised of any action taken via the mechanism of a copy of the letter to parents emailed to the Chair of Governors. The Governing Council is informed of all suspensions at the next meeting of the Governing Council through the Head's Report.
- Staff will be informed of the action taken.

Once a suspension has taken place, the School will be as supportive as possible to the pupil and parents. If the suspension period is temporary, the School will ensure that the pupil receives work to complete at home. This can be returned to Reception for marking. For pupils facing expulsion, care will be taken to ensure that they are not disadvantaged by the expulsion. If the suspension is permanent, then reasonable

efforts will be made to find another place of education. For very serious offences, an external examination candidate may be required to sit the examinations elsewhere.

Appeal Procedure

Should parents disagree with the decision of the Head an appeal can be made to the Chair of the Governors who will then initiate Stage 3 of the Complaints Policy.

Following Suspension

The fixed term suspension will be recorded in the pupil's personal file.

Fees paid or payable in respect of the pupil being excluded will not be refunded or remitted.

Monitoring and Review

This policy is constantly being reviewed to take account of educational initiatives and respond to the future priorities of the school. It will be reviewed by the designated member of the Governing Council.

Reviewed and Revised by JC February 2019

Checked by the Chair of the Risk and Compliance Committee Sister Monica Matthews