



THE
DE LA SALLE
ACADEMY

Exclusion Policy

September 2016

Review Date

Exclusion Policy

If a student is excluded from the Academy it means that he is not allowed to attend for the period of the exclusion. During this time, parents have full responsibility for him.

There are two types of exclusion:

- **Fixed term** exclusion can be for half a day up to 5 days at any one time, and up to a maximum of 45 days in any one academic year
- **Permanent** exclusion when the academy does not want the student to return to the school.

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Only the Principal is able to exclude a student but if he is not present at the Academy, the Head of School will act in his absence.

Students are excluded from the academy when they behave in ways which cause disruption to lessons, or cause distress, offence or harm to others.

Usually exclusion will be a last resort after other sanctions have been tried, but occasionally an offence is so serious that an exclusion may be imposed immediately.

Exclusion demonstrates to the academy community that the student, by his misconduct, has placed himself outside the accepted code of behaviour and is being removed from the community for a certain time or permanently. Expectations of behaviour are set out in the academy's behaviour policy

Examples of offences which may result in exclusion

- **Persistent disruption of lessons.**
- **Persistent bad language in class.**
- **Verbal abuse of a member of staff.**
- **Dangerous conduct.**
- **Bullying.**
- **Racist or sexist behaviour.**
- **Fighting or physical assault.**
- **Selling or possessing drugs.**
- **Theft.**
- **Persistent lack of co-operation with the staff.**

Any student physically assaulting a member of staff is likely to be **permanently excluded**.

A parent/carer will be asked to attend a meeting with a member of the academy staff, and will be informed of the exclusion. A letter will be sent by first class post informing parents that their son has been excluded from the Academy. The letter will indicate the reason for the exclusion, the length of the exclusion and the arrangements for the boy's return to the Academy. If possible, the student will be given a copy of the letter to take home so that his parents are informed immediately of the situation.

The letter informing parents of an exclusion advises them of their right to make representations regarding the exclusion to the Academy Governors.

Fixed term exclusions:

- Parents who wish to complain should write to the Chair of Governors at the Academy address within *7 days* of receiving notification of the exclusion from the Principal. Parents may be invited to meet with the Chair or a group of Governors to discuss their objections. It must be remembered that the student will probably already have returned to the Academy before such a meeting can be arranged.
- Under new legislation: For exclusions of more than 5 days, the Governors' Pastoral & Discipline sub-committee must meet to consider these exclusions and decide whether or not to uphold the Principal's decision. Parents may make representations at these meetings.

Permanent exclusions:

If a student is permanently excluded by the Principal, the Governors' Pastoral & Discipline sub-committee must meet within 15 school days to consider the exclusion.

Parents will be invited to attend the appeal meeting, accompanied by a friend or representative if they wish. Before the meeting, parents will be sent a copy of their son's disciplinary record that is to be presented to the Governors. The Principal will be present at the meeting to explain why he has permanently excluded the student but he will leave while the Governors reach their decision. The Governors may also wish to speak to the student and will do so with the permission of, or at the request of, the parents.

If the committee decides to overturn the Principal's decision, a date will be given for the student to return to school.

If the committee resolves to uphold the permanent exclusion, parents will be notified without delay and will have *15 school days* in which to appeal in writing to the Clerk to the Governors at the academy address. An independent panel will be convened to hear the appeal within *15 school days* and this will be arranged by the Specialist Schools and Academies Trust. The decision of the independent panel is legally binding on both parties.

The exclusion of a child from the academy can be a very worrying and upsetting time for the parents. It is important, however, that concerns are expressed in a constructive way so that the problem may be resolved in the best interests of the student.

In the event of a permanent exclusion, parents/guardians can request work for the first five days of the exclusion. During any exclusion, the student must not present themselves in or around the academy grounds during school hours.

In addition to external exclusions, the academy may decide to exclude internally. This means following an incident, a student may be 'excluded' from their peers within the school grounds. During this time, students will be provided with work to continue with their education, but will not mix with the other boys during unstructured time.