

Saint Martin's Catholic Academy



Exclusions Policy

This Policy links with a number of other school policies, practices and action plans including the following:

- Complaints Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- Healthy Schools Policy

The Governors of Saint Martin's have agreed that the Academy will abide by the guidelines and recommendations as advised by the DfE in the event that the exclusion of a student (in whichever form it may take) is necessary.

Saint Martin's Exclusion and Appeals Policy utilises these four key stages:

1. Good practice to avoid exclusion
2. Decisions for fixed term exclusion and reintegration
3. Permanent exclusion
4. Appeals process

Saint Martin's promotes positive behaviour (Ref: Behaviour Policy) and seeks to use exclusion as a last resort by identifying at risk pupils and providing early intervention utilising a range of measures. All staff will be well-trained and clear about the Behaviour, Exclusion and Appeals Policies and procedures. Policies are published on the Academy website, and students, parents/carers and all staff made aware of them. Parents/carers will be involved at the earliest possible point and, at all stages, parents will be consulted and kept informed, and the best solutions for the individual sought. Translations of documentation and availability of a translator at meetings will support parents and students where their understanding of English is not strong.

Rigorous recording of all events, witness statements and all relevant documentation and correspondence will be stored securely and monitored to ensure guidelines and procedures have been followed in accordance with Academy policies on Behaviour and Equal Opportunities whilst making sure that there has been compliance within the law, fairness and Academy actions proportionate to the initial offence.

Serious offences or perpetual poor behaviour may lead to exclusion. Deliberate disobedience, dishonesty, stealing, violent behaviour and fighting are offences which would clearly warrant such action. If it is necessary to send any pupil home from the Academy under such circumstances, parents are always informed immediately and a meeting arranged in school, where the problem can be discussed and ways forward explored together.

Internal Isolation

Sometimes students may be placed in isolation for a day or even longer for persistent misbehaviour or for an isolated serious incident. In Isolation, learners work alone out of lessons in a separate room supervised by staff. The purpose of Isolation is to provide a serious punishment before exclusion but also to offer an opportunity for learners to reflect on and to modify their attitudes and behaviour.

Fixed-Term Exclusion

The school will use Fixed-Term Exclusion when a serious incident occurs, or where persistent misbehaviour and disturbing the learning of others continues after other sanctions have been exhausted. All incidents are investigated fully and students are given the opportunity to make a written statement. The Principal will consider all exclusions in line with current statutory regulations. Where exclusions are issued, a telephone call and letter will inform parents/carers about the nature of the incident(s). Students will be issued with work for the period of their exclusion and a reintegration meeting interview will be held at the Academy prior to re-admission. Parents/carers are expected to attend. During days 1-5 of an exclusion, parents are legally responsible for their child's whereabouts, with the possibility of a £50 penalty notice if the child is found in a public place without reasonable justification. As part of the reintegration process, a learner may be required to spend a period in isolation before re-joining mainstream lessons when appropriate.

Permanent Exclusion

In the case of extreme ill-discipline or serious breaches of Academy standards, the Principal may consider the possibility of Permanent Exclusion. Such action is very rare, but does occasionally have to be made in the interest of the whole school community. This decision will be one that is discussed with the Governing Body once every other method of sanction/inclusion has been exhausted. Included in the serious incidents that will result in Permanent Exclusion are the following:

- Use or possession of illegal drugs
- Bringing a weapon into school such as a knife
- Violence against a member of staff

There may be exceptional circumstances when these sanctions may be commuted.