



# The Ursuline Academy Ilford

## Exclusion Policy

2019

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| Reviewed in December 2019, to take effect from: | <b>December 2019</b>      |
| Next Review:                                    | <b>as and when needed</b> |

## **Sanctions: Internal Exclusion (Inclusion), External Exclusion (Fixed Term) and Permanent Exclusion**

### **Internal Exclusion**

The facility is designed to respond to serious breaches of school discipline. It is intended to prevent a longer term or permanent exclusion from school. Internal exclusion may only be sanctioned by the Headteacher or Deputy Headteacher.

It can last for between one and five days. Parents are informed, if possible, by phone and in writing. Students are withdrawn from lessons and are not allowed to mix socially for the duration of the sanction. Work is carried out under the supervision of a member of staff.

### **External Exclusion: Fixed Term**

Only the Headteacher (or in her absence, the Deputy Headteacher) can exclude a pupil from school. Where the Deputy is acting on behalf of the Headteacher s/he will make it clear that this is the case. The Deputy may well exclude for a briefer fixed term period which the Headteacher may extend or make permanent.

The Headteacher may exclude up to 45 days in one academic year.

For exclusions up to and including 5 days, it is the parent or carer who has responsibility for the care and welfare of their daughter throughout the period of exclusion. They have a duty to know the whereabouts of their child during this time. Work will be provided by the school and should be returned to school for assessment following the exclusion.

For exclusions over five days, i.e. from the sixth day and beyond, the Academy has the responsibility for ensuring that alternative educational provision is made. The Academy will endeavour to ensure that such alternative provision is made in conjunction with another Catholic School within Redbridge. Where such a facility is used, it will be preceded by a meeting at 'host school' for both the pupil and the parent with a Deputy Headteacher from that school along with a Senior member of staff from Ursuline.

Parents are informed by telephone, wherever possible. A child is given a formal exclusion letter to take home to a parent and a copy is sent by post/email. Every effort will be made to inform the parent by phone. In the event that a parent cannot be contacted by phone, the exclusion may be deferred and the child internally excluded. A return from exclusion meeting is scheduled with the Headteacher or a Senior member of staff. The child will not be permitted to return to class until this meeting has taken place.

All such exclusions follow statutory guidance as determined by the Department for Education.

## **External Exclusion: Permanent**

This is the most serious sanction a school can impose and is never taken lightly. It may well be preceded by a fixed term exclusion in the first instance whilst an investigation is being carried out. Permanent exclusion from school can be because of persistent breaches of the school's behaviour policy or as result of a serious one-off first offence. All permanent exclusions follow statutory guidance determined by the Department for Education.

A decision to exclude permanently from school is more likely than not to be considered in any one of the following circumstances:

- Where there has been serious actual or threatened violence against another pupil or member of staff;
- Stealing and dishonesty;
- Sexual misconduct or assault;
- Supplying an illegal drug, possession or misuse of an illegal drug or solvent;
- Bringing an offensive weapon into school, or the use of any implement as an offensive weapon;
- Making a malicious and false allegation against a member of staff;
- Setting off or possession of fireworks;
- Deliberate setting off of fire equipment/alarm.

## **Standard of Proof**

The basic standard is the civil standard 'balance of probabilities' which means that she is more likely than not to have done what is alleged. The more serious the alleged offence, the better the evidence to substantiate the decision to exclude must be. This then gives rise to a 'distinctly more likely than not' standard where the Headteacher may have to consider evidence of a pupil's past behaviour, if relevant to the seriousness of the present allegation.