



## YORK STEINER SCHOOL EXCLUSION POLICY

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## The Decision to Exclude

The decision to exclude a pupil from school is a very serious one and will not be taken lightly. A Class/Kindergarten Teacher together with the Education Mandate Holder or Early Years Manager and Chair of School Management Group (SMG) can take the decision to exclude a pupil for a fixed period.

The SMG is the only body which can take the decision to permanently exclude a pupil. Such a decision will only be taken in response to a serious breach or breaches of school discipline or criminal offences. Please note that a 'cooling off' period is not considered an exclusion and is covered under the schools Behaviour Policy.

### **THE SCHOOL ALSO RESERVES THE RIGHT TO EXCLUDE PUPILS ON THE GROUNDS OF NON-PAYMENT OF FINANCIAL CONTRIBUTIONS.**

If a pupil is excluded during the school day, the school will remain responsible for the pupil until he or she is collected from the premises by an appropriate adult. In no cases will an excluded pupil be allowed to go home on his or her own.

## Types of Exclusion

There are two types of exclusion, fixed period (formerly known as suspension) and permanent (formerly known as expulsion). A pupil may be excluded for a specific length of time, e.g. 4 school days. Fixed period exclusions may not total more than 45 school days in a school year

*For more serious incidents the school may decide on a permanent exclusion.*

### ***Fixed Period Exclusions***

If a pupil is excluded for a fixed period, the school will immediately inform the parents of the exclusion and arrange a meeting to discuss:

- The reason for the exclusion
- The date the exclusion becomes effective
- The date when their child will return to school and any conditions which might have to be met prior to the child's return.
- The steps taken by the school to avoid exclusion
- At the discretion of the Education Mandate or Early Years Manager, and dependent upon the length of exclusion, school work may be set which the child will be expected to complete in the specified timeframe.
- Parents will also be informed of their right to put their point of view to the Chair of the SMG, and the Education Mandate Holder or Early Years Manager should they wish to do so.

## ***Permanent Exclusions***

If the school is considering permanently excluding a pupil, the child will be sent home pending investigation. The school will inform the parents at once, by telephone if possible, of the potential of permanent exclusion and the specific reason for it.

The school will carry out an investigation within 48 hours. As soon as the investigation is complete a meeting will be arranged with the parents. At this meeting the school will:

- Provide parents with details of the event which lead to the permanent exclusion
- Provide parents with details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken into account when reaching the decision to permanently exclude.
- Parents will also be informed of their right to put their point of view to the Chair of the SMG, and the Chair of the Board of Trustees, and to appeal should they wish to do so.

## **Review**

This policy should be reviewed on or before

March 2019