



### **EXCLUSION PROCEDURES – INFORMATION TO PARENTS AND CARERS – to go to governors February 2014**

As a matter of principle Manor CE Academy will always try to avoid issuing an exclusion. However there are times when it is the appropriate course of action in order to improve student behaviour. Appendix 10 of the Behaviour Policy lays out the sanctions pathways for inappropriate behaviour. These are guidelines as it would be impossible to cover all potential inappropriate behaviour.

The right to exclude a student from Manor CE Academy is held by the Principal. It can be delegated to members of the SLT or Welfare team as appropriate. There is no route of appeal for a fixed term exclusion and they cannot be overturned.

The length of exclusion will be determined by the Principal or delegated member of staff. It will reflect the seriousness and nature of the student behaviour. A serious one off offence can result in long term exclusion or may warrant an immediate permanent exclusion or managed move.

Once an exclusion has been issued the academy will contact parents/carers giving details of the reason for and length of exclusion. The student will be sent home if it safe to do so. Otherwise the student will be placed in the welfare area of the academy until the end of the school day. Where a student is demonstrating offensive or violent behaviour the academy may call the police or involve PCSO's.

A letter will be sent to the parent/carers confirming the exclusion and a re-integration meeting will be arranged. The Local Authority is informed of all exclusions and information can be kept for up to 10 years. This information can be disclosed to other agencies as appropriate.

Regrettably sometimes student behaviour warrants a final warning. These are given for 'one-off' serious offences or after a period of time on report where there has been no improvement in behaviour.

A final warning is issued following a meeting with Governors and unless there is an immediate improvement in behaviour (two week period) a managed move or permanent exclusion will follow.

At any time a parent/carer may request a referral to the York Behaviour and Attendance partnership. This group is made up of school senior leaders from across the city and members of the York Local Authority. The partnership will consider the behaviour record of an individual student and recommend a course of action. This will usually entail a transfer to another school or education provider.

If required, once a decision to permanently exclude a student has been made it cannot be overturned by an outside agency. Where parents feel that there has been maladministration they can appeal to an independent review panel. This panel does not have the power to reinstate a pupil but it can direct a governing body to review the case and reconsider its decision.

Further details on this can be found at

[www.education.gov.uk/schools/pupilsupport/behaviour/exclusion](http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion)

Alternative provision for permanent excludes or managed moves is organised through the Behaviour and Attendance partnership. No school can be compelled to take a student who has

been permanently excluded from two schools and appropriate alternative provision will be organised.