



LORETO PREPARATORY SCHOOL
Dunham Road, Altrincham, Cheshire WA14 4GZ
Telephone: 0161 928 8310
Registered Charity No. 250607

PUPIL EXCLUSION POLICY

Mission Statement

At Loreto Preparatory School
We are eager and inspired to do our best,
Meeting the challenges and opportunities of a changing world
With love in our hearts.

We are called to be joyful and prayerful,
Living the Gospel and the Catholic faith
And celebrating the values of Mary Ward
With our parents and the whole Loreto family.

Women in time to come will do much.
Mary Ward

*This policy has been written with regard to and in the spirit of our school aims, in particular:
'To have an understanding of the values of Mary Ward and their relevance to everyday life.'
'To feel secure and valued within a safe and well-maintained environment.'
'To be caring and appreciate and be sensitive to differences in others.'*

***This policy applies to the whole school, including the Early Years Foundation Stage,
and before and after school provision and activities.***

Aim

The aim of this policy is to:

- create a happy, secure and stimulating learning environment where everyone will be inspired to do their very best
- promote and develop self-discipline, social awareness and appropriate standards of behaviour.

We believe that high-quality teaching promotes effective learning and good behaviour. Our emphasis will be on recognising and celebrating effort and success, so that all pupils feel valued. We will teach pupils to take responsibility for their own actions and to accept the consequences of their choices. All rules can be summed up in one simple rule and that is

“to behave in a responsible and sensible manner at all times.”

Bullying may be noticed by the teachers or staff at Loreto, or parents themselves may suspect that their child is being bullied. We have a robust anti-bullying policy which is invoked at the first suspicion that this may be taking place.

Loreto is not a place where bullying will be tolerated!

Loreto does not use corporal punishment

This policy is for the whole school including the Early Years Foundation Stage and addresses the DfE ISSR Part 3 Regulations (September 2014) and Every Child Matters.

Related Policies

Policy against Bullying and Racism
Policy against Cyberbullying
Policy to Safeguard and Promote the Welfare of Pupils
Pupil Behaviour and Discipline Policy
Health and Safety Policy
Parental Contract
Supervision of Children Policy

Exclusion

Rationale

This procedure deals with the policy and practice which informs the school's use of exclusion. It is underpinned by the shared commitment of all members of the school community to achieve two important aims:

- to ensure the safety and well-being of all members of the school community,
- to maintain an appropriate educational environment in which all can learn and succeed;
- to realise the aim of reducing the need to use exclusion as a sanction.

The decision to exclude a student will be taken in the following circumstances:-

- In response to a serious breach of the Pupil Behaviour and Discipline Policy;
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Head, the Deputy Head who is acting in that role).

Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the Pupil Behaviour and Discipline Policy:

- Verbal abuse to staff and others
- Verbal abuse to pupils
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Indecent behaviour

- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon.
- Arson.
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgment that exclusion is an appropriate sanction.

Exclusion procedure

When the Headteacher has taken the decision to exclude, parents will be contacted immediately. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body. Most exclusions are of a fixed term nature and are of short duration (usually between one and three days). The Governors have established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions. A Governor is named each year to respond to parental complaints.

A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve the Headteacher and other staff where appropriate and a programme established to help prevent similar behaviour and repeated exclusions. (eg the pupil may be placed on report to a member of the Senior Management team, for one week to monitor behaviour and work)

During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility, as parents/guardians.

Permanent Exclusion

The decision to exclude a pupil permanently is a serious one.

There are two main types of situation in which permanent exclusion may be considered.

The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist, homophobic or cyber bullying) or repeated possession and or use of an illegal drug on school premises.

The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another pupil or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon *.
- Arson.

The school will consider police involvement for any of the above offences.

** Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him."*

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school.

Before deciding whether to exclude a pupil either permanently or for a fixed period the Headteacher will:

- Ensure appropriate investigations have been carried out.
- Allow the pupil to give her/his version of events.
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.

If the Head is satisfied that on the balance of probabilities the pupil did what he or she is alleged to have done, exclusion will be the outcome.

Exercise of Discretion

In reaching a decision, the Head will always look at each case on its own merits.

In considering whether permanent exclusion is the most appropriate sanction, the Head will consider

- a) the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the Policies and
- b) the effect that the pupil remaining in the School would have on the education and welfare of other pupils and staff.

In the event of exclusion, the Governing Body will require the Headteacher to explain the reasons for the decision and will look at appropriate evidence, such as the class record, witness statements and the strategies used by the school to support the student prior to exclusion.

Behaviour Outside School

Pupil behaviour outside school on school "business" for example Educational Visits, school sports fixtures is subject to the Pupil Behaviour and Discipline Policy. Inappropriate behaviour in these circumstances will be dealt with as if it had taken place in school.

For behaviour outside school but not on school business this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole. If pupil behaviour in the immediate vicinity of the school or on a journey to and from school is poor and meets the school's criteria for exclusion then the Headteacher may decide to exclude.

Reviewed February 2017

Next review February 2020