



# EXCLUSION POLICY

Alderman Cogan's is a Voluntary Aided, Church of England Primary School offering a comprehensive Christian primary education to families in East Hull.

The School is a caring community built on Christian values and beliefs, which permeate all aspects of School life. The curriculum, including the National Curriculum, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning at Alderman Cogan's.

We seek to foster the God given talents and gifts amongst children, staff and governors for the service of each other, the school, the wider community and the Glory of God. Our aim is that all children reach their full potential, not just academically, but also spiritually, physically, socially, and aesthetically.

This is the context in which this policy is written.

This policy was written in the Spring Term 2012 and adopted by the Alderman Cogan's School Governing Body.

It was reviewed in 2015 and will be reviewed Summer Term 2018.

## **Exclusion**

If the school cannot tackle unacceptable behaviour in any other way, exclusion may be used as a last resort.

### **Fixed Period Exclusion**

This is where a child has been excluded from school for a set number of days. A child can be excluded for a fixed period of up to 45 school days each school year. The school will contact the parents by telephone and send an official letter (Appendix 1). A copy of the letter and the exclusion form (Appendix 2) will be kept in the pupil's file. The pupil's attendance record will be marked 'E' over the exclusion period; this alerts the LA Admissions team.

Once a child has had over 15 days of fixed period exclusions, a meeting of the school's governing body discipline committee will automatically be arranged. However, a parent or carer can ask for a meeting of the discipline committee regarding any fixed period exclusion.

Children will get work to do while not at school, and the school will tell parents the date when the child should come back to school. The parents will be asked to accompany their child into school for an induction meeting on their return.

### **Permanent Exclusion**

This is when a child is not allowed to go back to school until it is decided whether they should go to Alderman Cogan's School or a different one.

The school will contact the parents by telephone and send an official letter (see Appendix 3). A copy of the letter and the exclusion form (see Appendix 2) will be kept in the pupil's file. The LA Admissions Team will be notified that a permanent exclusion has taken place.

Only the headteacher can recommend permanent exclusion. A meeting of the school's governing body discipline committee will be arranged within 15 school days of the permanent exclusion. At the meeting, a decision will be made either to allow the child back into the school or to exclude them from the school permanently.

In both types of exclusion, the parent or carer will be notified immediately.

### **What happens when a child is permanently excluded?**

At first, children go to a pupil referral unit (PRU) instead of school. There are three PRUs in Hull - which one the child goes to will depend on their age.

An education welfare officer will visit parents to give them advice on schools in the area. Parents can say which schools they would prefer and if there are vacancies, the child will get a place there. If the school is full, parents may have a right to appeal.

If a child is permanently excluded twice during their school life, the LA are not able to find another school until two years afterwards. These children stay at the PRU.

### **Will an exclusion affect a child's record?**

A fixed term or permanent exclusion will stay on the child's record unless a pupil discipline committee overturns the exclusion. If the committee upholds the permanent exclusion, parents can appeal to an independent panel who may overturn the exclusion.

Pupil discipline committee meetings are always held after a permanent exclusion and are also held if the child is excluded for any 15 days in one term.

**What can parents do if they think their child has been excluded unfairly?**

They can request a pupil discipline committee hearing if one has not been arranged, where they can give their side of the story. This could mean the exclusion is overturned.

# Alderman Cogan's C.E. Primary School

Founded 1753

HEAD: Mrs J. Sutherland

Whitworth Street

HULL, HU9 3HJ

Tel: 01482 376203

Fax: 01482 783654

Email: [admin@aldermancogan.hull.sch.uk](mailto:admin@aldermancogan.hull.sch.uk)

Website: [www.aldermancogan.co.uk](http://www.aldermancogan.co.uk)



Date

Parents Name & Address

Dear (Name)

## **Fixed Term Exclusion Name of Pupil – D.O.B. ???**

I am writing to inform you of my decision to exclude (name) for a fixed period of (specify no.) days. This means that he/she will not be allowed in school for this period. The exclusion begins on (date) and ends on (date).

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude (name) has not been taken lightly. (Name) has been excluded for this fixed period because (reasons).

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the exclusion dates. If so, it will be up to you to show reasonable justification.

We will set work for your child to complete on the exclusion days; please ensure that the work is completed and returned to the school for marking.

Under the 'Schools Standard and Framework Act 1998' you have the right to state your views to the Governing Body's Pupil Discipline Committee in writing. If you wish to do this, send your letter to:

The Pupil Services Team (Admissions)  
Children and Young People's Services  
2<sup>nd</sup> Floor  
The Treasury Building  
Guildhall Road  
HULL  
HU1 2AB

within 7 days of receiving this letter. A meeting of the Governing Body's Pupil Discipline Committee can then be arranged to consider your views.

If you would like any further advice on the exclusion process, you may contact the Pupil Services Team (Admissions), Learning Services at the above address or telephone 01482 613734 and/or the Advisory Centre for Education (ACE) – an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 020 7704 9822 or text 'Ask ACE' to 68808.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the Special Needs and Disability Tribunal (SENDIST, Mowden Hall, Staindrop Road, Darlington, DL3 9DN).

You and your child are requested to attend a reintegration interview with me on their return to school at 8.50am on (date). The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You also have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of your child's school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

We expect to see (child's name) back in school at 8.50am on (date).

Yours sincerely

**Mrs Jeanette Sutherland**  
**Headteacher**

Cc. Chair of Governors  
LA

**PUPIL DETAILS FOR FIXED AND PERMANENT EXCLUSIONS**

1. **SCHOOL:** ALDERMAN COGAN'S CE PRIMARY SCHOOL

2. **PUPIL'S SURNAME:** \_\_\_\_\_

**PUPIL'S FORENAME/S:** \_\_\_\_\_

**DATE OF BIRTH:**        /        /        **MALE**     **FEMALE**

3. **EXCLUSION**    **FIXED**     No. of Days     or **PERMANENT**

4. **ETHNICITY OF PUPIL:**

(Please tick one only)

	(✓)		
White	<input checked="" type="checkbox"/>	Arab	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
		Chinese	<input type="checkbox"/>

If other please state: \_\_\_\_\_

5. **PARENTAL RESPONSIBILITIES:**        (✓)

- Parent/Guardian have full Parental Responsibility
- Shared Parental Responsibility with the Authority
- In full care of the Authority

6. If the pupil has a statement of Special Educational Needs, please indicate the band of statement:

**BAND 1**         **2**         **3**         **4**         **5**

7. **REASON FOR EXCLUSION:**

Please indicate the reason for the exclusion. If more than one reason, prioritise the reasons by numbering (Number 1 being the most important).

Verbal abuse to staff		<input type="checkbox"/>
Physical abuse to/threats to staff		<input type="checkbox"/>
Verbal abuse to pupils		<input type="checkbox"/>
Physical abuse to/threats to pupils		<input type="checkbox"/>
Refusal to obey instructions		<input type="checkbox"/>
Disruption of lessons		<input type="checkbox"/>
Vandalism		<input type="checkbox"/>
Theft		<input type="checkbox"/>

Dealing in illicit drugs on school premises  
Possession of illicit drugs on school premises  
Other misbehaviour related to illicit drugs  
Misbehaviour related to alcohol, tobacco and/or solvent  
use/abuse


<b>OFFICE USE ONLY:</b>	(✓)
Letter Checked	
Proforma Complete	
Recorded on Database	

# Alderman Cogan's C.E. Primary School

Founded 1753

HEAD: Mrs J. Sutherland

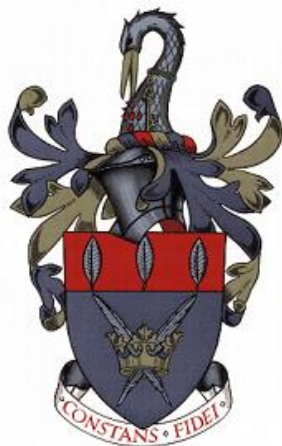
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Website: [www.aldermancogan.co.uk](http://www.aldermancogan.co.uk)



Date

Name of parents  
Address

Dear (Name)

## **Permanent Exclusion (Child's name) – D.O.B.**

I am writing to inform you of my decision to permanently exclude (Name) with effect from (date). This means that (Name) will not be allowed in this school unless he/she is reinstated by the governing body or by an appeal panel.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude (Name) has not been taken lightly. (Name) has been excluded because of (reason/s).

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours during this exclusion. If so, it will be up to you to show reasonable justification.

We will set work for your child to complete during the first 5 exclusion days; please ensure that the work is completed and returned to the school for marking.

From the sixth school day of the exclusion, (date), onwards the Kingston upon Hull Local Authority will provide suitable full-time education. The arrangements will be notified shortly by a further letter.

As this is a permanent exclusion the Governing Body's Pupil Discipline Committee must meet to consider it. At the meeting you may make representations to the discipline committee and ask them to reinstate your child in school. The governing body have the power to reinstate your child immediately or from a specified date, or alternatively, they have the power to uphold the exclusion in which case you may appeal against their decision to an Independent Appeal Panel. The latest date on which the discipline committee can meet is no later than (date). If you wish to make representations to the discipline committee and wish to be accompanied by a friend or representative please contact Mrs Jeanette Sutherland as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform Mrs Linda Frew, LA Governors Team, 12<sup>th</sup> Floor, Kingston House, Bond Street, Hull, HU1 3EN if it would be helpful for you to have an interpreter present at the meeting.



If you would like any further advice on the exclusion process, you may contact:

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or telephone 01482 613734 and/or the Advisory Centre for Education (ACE) – an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 020 7704 9822 or text 'Ask ACE' to 68808.

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Yours sincerely

**Headteacher**

Cc. Chair of Governors  
LA