

St. Andrew's  
School

*A school with Quaker values*

Aylmerton Hall ♦ Holt Road  
Aylmerton ♦ Norfolk ♦ NR11 8QA  
Telephone and Fax: 01263 837927  
Email: [head@standrewsschool.co.uk](mailto:head@standrewsschool.co.uk)

Head : Mrs Claire Brayne B.A. (Hons) P.G.C.E.

# Exclusions Policy

Last reviewed date:

Adopted by Trustees date:

Signed by Chair of Trustees:

Next review date:

The St Andrews School Trust is a **Registered Charity No. 1129232**  
Registered Office as above. Registered in England and Wales  
Trustees: Mrs. S. Goldsmith, Mr. J Garner, Mr. R Wheeler, Mr. J. Roebuck,  
Mr D Bullard, Mrs B. Emery, Mr N Brayne, Mrs V Jones  
Charitable Company limited by guarantee No. 6729913

## Introduction

St Andrew's School is an inclusive community where we seek to work closely with pupils, parents/carers to keep all of our pupils for the duration of their studies. However, we need to be mindful of the well-being of the whole community and when an individual's actions put this at risk, it may be necessary to exclude a pupil.

Exclusion should be regarded as our most serious sanction.

## Reasons for Exclusions

A pupil may be excluded from the school for behaviour which endangers the welfare of themselves or others, either directly or by example.

Exclusions may be permanent or for a fixed period of no more than two weeks.

Actions, which will be dealt with in this most severe manner include:

- Smoking on the school premises.
- The use or possession of any illegal drug, legal substance with similar effect, or solvent.
- Acts of violent or threatening behaviour
- Unauthorised use or possession of alcohol
- Inappropriate sexual behaviour.
- Bullying of other pupils.
- Racism or homophobic behaviour
- Wanton vandalism.
- Theft.

If a pupil is excluded parents/carers will be informed in writing.

A record will be made in the School Exclusion Log.

## Fixed term exclusions

Any fixed term exclusion will be concluded with;

- a re-admission interview, usually with the pupil, his/her parent/carer, and the Head of Key Stage/Headteacher. The re-admission interview is not part of the punishment, but rather a process to draw a line under the misdemeanour, to make sure that all involved understand why the punishment was given and to agree strategies to support the pupil and to prevent any recurrence of the initial misbehaviour.
- A pupil returning to school will usually be placed on report so that behaviour can be monitored for a week.

## Permanent exclusions

Fortunately permanent exclusions are rare at St Andrew's School, however if a permanent exclusion is made;

- The Clerk of Trustees will be informed immediately of all permanent exclusions
- The parent/carer of the excluded pupil may appeal against this decision to the Trustees.

## Appeals against exclusion, fixed term or permanent

- Any such appeal must be made by the pupil's parents/carer in writing to the Clerk of the Trustees, at the school address, within one week of receipt of the letter notifying the parents/carer of the exclusion.
- The Clerk of the Trustees will establish an Appeal Panel to consider the appeal. This Appeal Panel will consist of three members, including two Trustees and an independent person.
- The Appeal Panel will normally convene for a hearing within three weeks of the receipt of the letter requesting the appeal.

- The parents/carer may bring a representative to the meeting.
- The Headteacher will not be a member of the panel but will be asked to present the supporting facts and materials. All letters and documents relied on by the Headteacher shall be made available to the parents/carer prior to the hearing.
- The parents/carer or their representative may ask questions of the Headteacher or may raise any relevant matter for the consideration of the panel.
- The panel may call for any further information it requires.
- No evidence or argument shall be presented to the panel in the absence either of the parents /carer or their representative, or in the absence of the Headteacher.
- At the conclusion of the hearing, the panel shall retire to consider what recommendation it may make.
- The panel may recommend:
  1. The exclusion be confirmed
  2. The exclusion is rescinded.
  3. The exclusion be rescinded and replaced with an alternative sanction.
- The recommendation shall be communicated to the Clerk of the Trustees, the parents/carer and the Headteacher.

We do not believe that our responsibility to an excluded pupil, or the family of an excluded pupil, ends at the point of exclusion. Rather, we will work to help the pupil find an alternative school, explore appropriate support or consider allowing the pupil to return as an external candidate to sit examinations.