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## **RINGWOOD WALDORF SCHOOL**

### **EXCLUSION AND SUSPENSION POLICY**

Prepared with reference to the DfE publications “ Exclusion from maintained schools, Academies and pupil referral units in England.” and “Behaviour and discipline in schools Guidance for governing bodies” July 2013.

#### **1. Introduction**

The decision to exclude a pupil from school is a very serious one and will only be taken in response to a serious breach of discipline. Only the School Management Team can take the initial decision to exclude a pupil. In all probability, there will have been earlier discussions or correspondence between parents and the school regarding the pupil’s behaviour.

This policy is informed by the Disability and Discrimination act.

Good discipline in Ringwood Waldorf School is essential to ensure that all pupils can benefit from the opportunities provided by education. The Government supports schools in using exclusion as a sanction where it is warranted. However, permanent exclusion can only be used as a last resort, in response to a serious breach, or persistent breaches, of the school’s promotion of positive behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

The decision to exclude a pupil must be lawful, reasonable and fair. We have a statutory duty not to discriminate against pupils on the basis of protected characteristics, such as disability or race, we will also give particular consideration to the fair treatment of pupils from groups who are vulnerable to exclusion.

#### **2. When an Exclusion becomes the case**

When a pupil is excluded, the School Management Team or Class Teacher must inform both the parents and the teaching faculty.

A representative of the School Management Team must explain to the parents:

- a) why the school has decided to exclude the pupil;
- b) the steps taken to try to avoid exclusion;
- c) the arrangements for setting and marking the pupil’s work during their absence from school;

- d) the parents' right to state their case to the School Management Team or Trustees;
- e) Their right to see their child's school record.

### 3. **Types of Exclusion**

There are two types of exclusion:

- a) Fixed Period (suspension) – no more than 15 school days in a term;
- b) Permanent Exclusion (expulsion).

#### **Fixed Period Exclusion**

A fixed period exclusion should be used only after an extremely serious breakdown in behaviour. If a pupil is excluded for a fixed period the school will inform the parents immediately of:

- 1. the reason for the exclusion;
- 2. the date when the pupil may return;
- 3. Their right to put their case in writing to the School Management Team and to the Trustees.

Prior to permanent exclusion (expulsion) -

If a pupil's behaviour has become untenable or the teaching staff feel that a child is not benefiting from Steiner education then on the first instance this will be discussed with the parents.

Minutes will be taken during this meeting and all parties will receive a copy of these.

If, after the meeting the child remains in the school the parents will be made fully aware, in writing if an expulsion is to be the next likely step.

### 4. **Permanent Exclusion (expulsion)**

If a pupil is to be permanently excluded, the school will inform the parent(s) at once, by telephone if possible, of the exclusion and the specific reason for it.

The school will also provide parents with details of any relevant previous warnings, fixed period exclusions or other disciplinary measures.

Parents will be told of their right to put their point of view to the School Management Team and Trustees in writing.

If parents wish to receive further information or appeal against the decision to exclude their child, a meeting will be arranged in which the Trustees will hear the case for exclusion from the teachers and the appeal from the parent(s) or guardian.

When the discussion has taken place the Trustees will make their decision and will confirm this in writing, giving their reasons.

If the Trustees decide that the pupil should return to school, parents will be given the date of return in writing.

Exclusion whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable behaviour. This list is not exhaustive.

- Persistent disregard for the school rules and Pupil Code of Conduct.
- Verbal abuse.
- Physical abuse actual or threatened.
- Indecent behaviour
- Damage to property
- Use/possession/supply of illegal drugs
- Misuse of other substances
- Theft
- Sexual abuse or assault.
- Carrying an offensive weapon.
- 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.
- Where the parents of a pupil have caused undue harassment of staff
- Where the pupil of the Parent/parents continued relationship with the school is not compatible with the aims and objectives of Steiner education (required withdrawal)

Note:

Ringwood Waldorf School does not endorse any method of physical punishment of pupils. The school will implement the appropriate disciplinary procedures against members of staff who have been found to have hit, smacked, shaken or physically intimidated pupils in their care.

All punishments should have a clear pedagogical purpose and value.