



Exclusion Policy

The aims of this policy

The school aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by students, staff and parents
- Students in school are safe and happy
- Students who are excluded remain in an educational establishment

The principles behind the exclusion policy

This policy informs the school's use of exclusions and suspensions at Jeanne D'Arc International school. It's aims are:

- Ensure the safety and well-being of all members of the school community
- To maintain an appropriate educational environment in which all students can learn and succeed
- Reduce the need to use exclusions and suspensions as a sanction.

The three definitions of exclusion

- Internal Exclusion/Isolation, when a student is excluded from normal lessons, but remains in the school
- Fixed term exclusion is when a student is excluded from school for a fixed period of time
- Permanent Exclusion is where steps are taken to permanently remove the pupil from the school

The decision to recommend a student for an exclusion, either fixed term or permanent, will be taken in the following circumstances:

- In response to a serious breach of the school's Behaviour Policy
- If allowing the student to remain in school would seriously harm the education or welfare of the students in the school.

The responsibility for any exclusions

An exclusion is only administered by the head of school or, in their absence, the Proprietor.

Causes for Exclusion

Exclusion, whether internal, suspension or permanent exclusion, may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the school's Behaviour Policy or Anti Bullying Policy.

Examples of the reasons to exclude may include, but are not limited to:



- Actions which put the pupil or others in danger.
- 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 pupil or a member of staff
- Sexual abuse or assault
- Possession of an illegal drug
- 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 student's behaviour

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

Alternatives to Exclusion

Before actually excluding a student, either permanently or for a fixed term, alternative strategies should always be considered if possible.

Fixed-Term Suspension

A fixed term suspension may be necessary if a student repeatedly commits offences which are considered so serious that it would not be appropriate to remain in school for a certain period.

In the case of fixed term exclusions the school is only allowed to exclude a student for one or more fixed periods not exceeding 45 school days in any one school year.

- Students on fixed term exclusions will be forbidden from attending school, or being in the vicinity of school for the term of their exclusion.
- Parents/guardians are obliged to take responsibility for their child if they are excluded and ensure that they are not in a public place without good reason during school hours.
- Support will be provided for students during the exclusion by the provision of online classes and work. It is the responsibility of parents/guardians to return work to school to be marked.



- Following a suspension, parents/carers are invited into school to attend a reintegration meeting. Failure to attend the meeting will result in the pupil being placed in isolation until the meeting takes place.
- At the meeting, the pupil will be set specific goals in order to help them avoid the behaviour that led to exclusion.
- Students returning to school following a suspension may, as part of their reintegration, serve a further period of time in isolation in the school, to enable them to catch up with their studies. A student returning to school following a fixed term exclusion will be placed on a two week report to monitor behaviour and work.

Permanent exclusions

In reaching a decision on a fixed term exclusion or a permanent exclusion, the head will apply the civil standard of proof, that is on the balance of probabilities it is more likely than not that a fact is true, rather than the criminal standard of beyond reasonable doubt. This means that the head should accept that something happened if it is more likely that it happened than that it did not happen and always look at each case on its own merits. Before deciding on a fixed term exclusion or a permanent exclusion deciding the head will ensure that:

- Appropriate investigations have been carried out.
- All evidence available to support the allegations has been collected, taking into account the school's Behaviour policy and Anti Bullying policy
- The student has been allowed to give their version of events.
- There is no evidence which may indicate that the incident was provoked by, for example, bullying or by racial or sexual harassment.
- If the head is satisfied that, on the balance of probabilities, the pupil did what they are alleged to have done, exclusion will be the outcome.

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

- The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the Behaviour policy or Anti Bullying Policy.
- The effect that the pupil remaining in the school would have on the education and welfare of other pupils and staff.
- However, in the case of a pupil found in possession of an offensive weapon or drugs, whether there is an intention to use either of them or not, it is the school's policy in this particularly serious matter to make the exclusion permanent. In this case the head must consider possibly involving the Police.

The head's decision to permanently exclude a student requires the head to explain the reasons for the decision to the Proprietor who will look at the appropriate evidence, in addition to the student's school record, witness statements and the strategies used by the school to support the pupil prior to permanent exclusion.



The school must inform parents/guardians immediately by phone call when the decision has been taken to seek permanent exclusion for a pupil. This will be followed, subsequently by a letter in which the terms of the exclusion are set out.

Parents/guardians should also be informed of their rights regarding an appeal to the exclusion.

This policy was written in September 2024 and reviewed in January 2025.
It will be reviewed again in September 2027