

OUR VISION

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Exclusion Policy

Approved by:	Local Governing Body	Approved Date: December 2019
Review Date:	December 2020	
Links	Department for Education's "Exclusion from Maintained Schools, Academies and Pupil Referral Units in England" • Behaviour for Learning policy • Attendance policy • Child Protection and Safeguarding policy	
Staff responsible	Vice Principal Personal Development, behaviour and attitudes	

Rationale

A decision to exclude a student, either for a fixed period or permanently is seen as a last resort by the school. The school is responsible for communicating to students, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behavior and appropriate conduct. (See BFL/ Anti – Bullying Policies.)

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

Reasons for exclusion:

- Serious breach of the school's rules or policies (See BFL Policy)
- Risk of harm to the education or welfare of the student or others in the school

Any exclusion will be on the recommendation of the Principal.

The school has full regard for the DFE's Guidance on Exclusion from Schools Document 2012.

Policy statement

Fixed Term Exclusion

A fixed term exclusion should be for the shortest time necessary; Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

Persistent or cumulative problems

Exclusion for a period of time from half a day to 5 days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These could include:

- Discussion with the student
- Pastoral Team support
- Report card
- Discussions with parents
- Target setting
- Checking on any possible provocation
- Detention
- Mediation
- Counselling
- Isolation
- Governors' warning
- Referral to Referral Panel for support

Exclusion will not be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules), except where a student displays defiance towards a reasonable request.

A Fixed Term Exclusion

A fixed term exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases we will investigate the incident thoroughly and consider all evidence to support the allegation including the use of CCTV, taking account of the school's policies. The student will be encouraged to give his/her version of events and the Principal will check whether the incident may have been provoked, for example by bullying or racial harassment.

If necessary the Principal may consult with a member of the governing body who may have a role in reviewing the Principal's decision.

- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the student
- contact the parents, explain the decision and inform parents that the child will be sent home or will need to be collected.
- send a letter to the parents confirming the reasons for the exclusion, the length of the exclusion and any terms or conditions agreed for the student's return
- in cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked
- Notice must given to parents/guardian about their right to make representations to about the exclusion to the governing body
- plan how to address the student's needs on his/her return
- plan a meeting with parents and student on his/her return

Permanent Exclusion

A permanent exclusion is a very serious decision and the School staff will investigate the circumstances thoroughly before enforcing it.

As with a fixed term exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence for example:

- Serious actual or threatened violence against another student or a member of staff
- Possession or use of an illegal drug on school premises
- Carrying an offensive weapon (anything which could cause harm to others).
- Persistent bullying and/or racial, homophobic, gender-based harassment

It should be noted that this list is not exhaustive.

The Decision to Permanently Exclude

If the Principal decides after considering the evidence to permanently exclude a student he/she will:

- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the student
- contact the parents, explain the decision and inform parents that the child will be sent home or will need to be collected.
- send a letter to the parents confirming the reasons for the exclusion,
- work will be set by the school for 5 school days and arrangements made for the work to be marked
- Notify the Governor's discipline sub-committee about the exclusion
- Set a date for the committee to consider the reinstatement or confirm the permanent exclusion within 15 days of notification of the exclusion
- Notify the Local Authority about the exclusion and forward a copy of the letter sent to parents/guardians
- A full report of the incident(s) and written statements, including witness statements must be circulated at least 5 days in advance of the meeting to parents/guardians, governors and the Local Authority
- The decision of the governing body will be notified to parents within one day of the meeting.

A permanent exclusion should not be enforced if doing so may put the safety of the student at risk.

Procedure for Independent review of a Permanent Exclusion decision If the decision to permanently exclude is upheld, a letter will be to the parent stating the reasons

for the decision and will include:

- the last day for lodging a request for an Independent review
- explain that the reasons for the request should be set out in writing
- the contact and address information of where to send the request for an Independent review.

The school has full regard for the DFE's Guidance on Exclusion from Schools Document 2012.

Behaviour outside school

Students' behaviour outside school on school business e.g. on school trips, at sports fixtures, is subject to the school's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in school.

For behaviour outside the school, not on school business, the Principal may exclude a student if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole, or if it is deemed to be damaging to the reputation of the school.

Students with Special Educational Needs and Disabled Students

The school must take account of any special educational needs when considering whether or not to exclude a student.

We have a legal duty under the Disability Discrimination Act 1995 as amended not to discriminate against disabled students by excluding them from school for behaviour related to their disability.

The Principal should ensure that reasonable steps have been taken by the school to respond to a student's disability so the student is not treated less favourably for reasons related to the disability.

'Reasonable steps' could include:

- developing strategies to prevent the student's behaviour
- requesting external help with the student
- staff training

Where reasonable adjustments to policies and practices have been made to accommodate a student's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.

Marking attendance registers following exclusion

When a student is excluded he/she should be marked as absent using Code E.

Managed move/Sharing Panel

In cases where the Principal and parents agree that the progress of the student has been unsatisfactory and the student is unwilling or unable to profit from the educational opportunities offered, or if a parent has treated the school or members of its staff unreasonably the Principal may require the parents to remove the student as soon as practicable. This is not exclusion and in such cases the Principal will assist the parents in placing the student in another school.

Removal from the school for other reasons

The Principal may send a student home, after consultation with that student's parents and a health professional as appropriate, if the student poses an immediate and serious risk to the health and safety of other students and staff, for example because of a diagnosed illness such as a notifiable disease. This is not exclusion and should be for the shortest possible time.