



Exclusions Policy

Date of policy:

October 2019

Date last review adopted by governing body:

17 October 2019

Frequency of review:

As required, at least every 3 years

1. Background

All schools are required to have an exclusion policy that is publicised at least once a year to pupils, parents of registered pupils and members of staff. This policy complies with section 89 of the Education and Inspections Act 2006. The Headteacher must publicise the school Exclusion Policy on the school's website. The named school governor for behaviour is the Chair of Governors, Ralph Bray.

This policy deals with the policy and practice which informs the School's use of exclusion. It is underpinned by the shared commitment of all members of the school community to achieve two important aims:

1. The first is to ensure the safety and well-being of all members of the school community, and to maintain an appropriate education environment in which all can learn and succeed;
2. The second is to realise the aim of reducing the need to use exclusion as a sanction.

2. Decision to Exclude

The decision to exclude a pupil will be taken in the following circumstances:

1. In response to a serious breach of the school's Behaviour Policy
2. If allowing the pupil to remain in school would seriously harm the education or welfare of other persons or the pupil him/herself in the school.

Exclusion is an extreme sanction and is only administered by the Headteacher. In the absence of the Headteacher the Deputy Head may take the decision to exclude the child. Exclusion, whether for a fixed term or permanent 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:

Such behaviour may include:

- Leaving the school premises without permission
- Physically violent behaviour
- Persistent refusal to do what an adult is asking them to do
- Verbally abusive behaviour (including swearing) directed at an individual
- Damaging the school building, property, equipment or grounds

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

In very exceptional cases, the Headteacher may exclude a child from the school for a fixed period, or may propose permanent exclusion in extreme cases. When a child is excluded for a fixed period of up to five days, they shall receive school work to do at home and will have it marked if applicable on return to school. The Headteacher will make arrangements with the parents for receiving the child back to school after a

fixed-term exclusion, which will include the receipt of work completed during the exclusion. The governing body will meet, wherever possible, within 15 days of an exclusion that consists of a long period. Extra support will be sought from the LA to prepare for a child's return to school.

Any exclusion, and the reasons for this decision, will be recorded by the senior team and discussed with both the child involved and their parents/ carer.

3. Exclusion procedure

Most exclusions are of a fixed term nature and are of short duration (usually between one and three days). The DfE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding a total of 45 school days in any one school year. The Governors have established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a pupil being excluded for more than 15 days in a school term or missing a public examination. The Governors have established arrangements to review fixed term exclusions which would lead to a pupil being excluded for more than five days but not more than 15 days in a school term where a parent has expressed a wish to make representations.

Following exclusion parents are contacted immediately where possible. A letter will be sent by post/handed to the parent giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the Local Authority as directed in the letter. A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team and other staff where appropriate. During this meeting a Pastoral Support Plan will be drawn up, which will include a review date.

During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/guardians. Records relating to exclusions will be stored confidentially.

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Headteacher will:

- Ensure appropriate investigations have been carried out, which includes allowing the pupil to give her/his version of events.
- Explore the wider context, taking into consideration how much the incident may have been provoked (for example by bullying or by racial or sexual harassment).
- Consider all the evidence available to support the allegations taking into account relevant policies.
- If the Headteacher is satisfied that on the balance of probabilities the pupil did what he/she is alleged to have done, then exclusion will be the outcome.