

Thrussington C. of E. Primary School.

Exclusion Policy.

A decision to exclude a pupil for a fixed period or permanently is regarded as a last resort by the school. The school is responsible for communicating to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

Exclusion will not be initiated without first exhausting other strategies or, in the case of a serious, single incident, a thorough investigation. All exclusions are a formal process. All procedures follow guidance from the Department for Education.

Reasons for exclusion:

- Serious breach of the school's rules or policies
- Risk of harm to the education or welfare of the pupil or others in the school.

Any exclusion will be at the recommendation of the Headteacher.

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 pupil
- Report book
- Discussions with parents
- Behaviour support plan
- Monitoring any possible provocation

Single incident.

Fixed Term exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases, the Headteacher will investigate the incident thoroughly and consider all evidence relating to the incident / allegation, taking into account relevant school policies. The pupil will be encouraged to give his /

her version of events and the Headteacher will check whether the incident / allegation may have been provoked, for example, by bullying or racial harassment.

Lunchtime Exclusion.

Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. The Headteacher will ensure that a parent / carer has been contacted and is available to arrange collection and supervision of the pupil during the lunchtime exclusion. Arrangements will be made for pupils who are entitled to free school meals to receive their entitlement which may mean, for example, providing a packed lunch.

Permanent Exclusion.

A permanent exclusion is a very serious issue and the Headteacher will consult with the Chair of Governors before enforcing a decision.

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 breach or offence such as:

- Serious actual or threatened violence against another pupil or a member of staff or any person
- Possession, use of or supplying an illegal drug or noxious substance on school premises
- Carrying an offensive weapon
- Persistent bullying
- Serious or persistent racial harassment
- Sexual abuse or assault
- A serious criminal offence beyond the school's jurisdiction

The decision to exclude

If the Headteacher decides to exclude a pupil, she will:

- Ensure a thorough investigation has taken place
- Ensure that there is sufficient recorded evidence to support the decision
- Explain the decision to the pupil
- Contact the parents by telephone, explain the decision and ask that the child be collected
- Send a letter to the parents confirming the reasons for the exclusion; setting out whether it is a permanent or a temporary exclusion; the length of the exclusion period (where applicable) and any terms or conditions agreed for the pupil's return. These letters will follow the format laid out by the D. f E.
- Report the exclusion to the Local Authority

- In cases of more than one day's exclusion, ensure that the appropriate school work is set and that arrangements are in place for it to be marked.
- Plan how to address the pupil's needs on his / her return
- Plan a meeting with parents and pupil on his / her return

Exclusion should not be enforced if, by doing so, the safety of the pupil may be put at risk. In cases where parents will not comply by, for example, refusing to collect their child, the pupil's welfare is the priority. In such cases, the school may contact the Education Welfare Service and the Local Authority to seek advice. These services may decide that it is appropriate to apply to a Magistrates Court for a parenting order.

Following the decision to exclude for more than five days, the Governing Body must convene a meeting to consider the exclusion.

Behaviour outside school

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

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

Pupils with Special Educational Needs, Disabled pupils and Looked After Children

The school must take account of any special educational needs when considering whether or not to exclude a pupil. The school has a legal duty under the Disability Discrimination Act 1995 as amended not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. The Headteacher should ensure that reasonable steps have been taken, by the school, to respond to a pupil's disability so that the pupil is not treated less favourably for reasons related to the disability.

"Reasonable steps" could include:

- Differentiation in the school's behaviour policy
- Developing strategies to prevent the pupil's behaviour
- Requesting external advice to help with the pupil
- Staff training

Where reasonable adjustments to policies and practices have been made to accommodate a pupil'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 pupil is excluded temporarily, he / she should be marked as absent using Code E

Provision during a period of exclusion

During a fixed term exclusion, the school has a responsibility to provide education for the pupil. For a period of up to six days this would be the setting and marking of work to be completed off site. If the period exceeds six days, the school must arrange alternative provision at another school.

Return to school

During or following the end of a fixed term exclusion, the Headteacher will arrange a reintegration interview with parents which will take place on school premises. The pupil will normally attend all or part of the interview which is conducted by the Headteacher. In some circumstances, it may be helpful for another person, such as the Inclusion Coordinator, where applicable, to be present. If possible, the interview will take place on the day on which the pupil returns to school. At least one of the child's parents is expected to attend; failure to do so may result in an application for a Parenting Order to a Magistrates Court.

The reintegration interview provides an opportunity to:

- Emphasise the importance of the parents working with the school to take joint responsibility for their child's behaviour;
- Discuss how behaviour problems can be addressed;
- Explore any wider issues affecting the child's behaviour;
- Reach an agreement on how the child's education should continue, including any measures to prevent further misbehaviour;
- Create a forum to consider a parenting contract.

Managed Move

In cases where the Headteacher and parents agree that the progress of the pupil has been unsatisfactory and the pupil 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 Headteacher may require the parents to remove the pupil at the end of a term. This is not exclusion and, in such cases, the Headteacher will assist the parents in placing the pupil in another school. This action will be carried out with the agreement and cooperation of the parents, governors and the Local Authority.

Removal from the school for other reasons

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

Procedure for appeal

If parents wish to appeal against the decision to exclude, the matter will be referred, initially, to the Governing Body. Any such appeal would be dealt with by the Discipline Committee following the protocol laid down by the D. f E. After such a hearing, the parents will be fully informed in writing of the decision of the committee. A copy of this letter will be placed on the pupil's school record.

If parents choose, they may appeal to an independent panel even if they did not make a case to the governors. An independent panel is organised by the Local Authority.

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