



Ridgeway Primary School Policy for Exclusion from School

Rationale

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.

This policy is an appendix of Ridgeway Primary School's Behaviour Policy; it 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 a very important aim;

To ensure the safety and well-being of all members of the school community, and to maintain an appropriate educational environment in which all can learn and succeed.

Introduction

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Head, the member of the Senior Leadership Team who is acting in that role).

Exclusion, whether 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;

- 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
- 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 pupil's behaviour.
- Breakdown of the relationship between the school and parents

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 circumstances when previous sanctions have failed, or if the nature of a single incident is sufficiently serious and/or threatens to undermine the good order of the school a pupil may be removed from lessons or from break and lunchtime for either part or whole days.

- **Withdrawal from lessons**

Pupils will be placed in another class under the supervision of senior staff. They will be expected to complete set work to the best of their ability.

A pupil may also spend time in another classroom if it were felt that returning to their own classroom at that specific time be inappropriate. This may be following an incident in which a pupil or the class needs time to settle down before re-integration takes place.

- **Loss of playtime or lunchtime**

When a pupil misses a playtime or lunchtime, they would be supervised by the member of staff who applied the sanction.

A pupil may also miss a lunchtime break if a member of staff feels that sending the pupil out onto the playground will result in deterioration in behaviour. In such circumstances the pupil would spend time in our Lunchtime Nurture Group supervised by our Child & Family Learning Mentors.

Types of Exclusion

Fixed Term Exclusions

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

Single Incident

Fixed term exclusion may be used following a single incident in response to a serious breach of school rules and policies or a disciplinary offence. In such cases the Head and senior staff will investigate the incident thoroughly. The pupil will be encouraged to give his/her version of events and a check will be made as to whether the incident may have been provoked, for example by bullying or racial harassment.

Persistent or cumulative problems

Exclusion for a period of time from half a day to five 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
- Behaviour Chart/ Target setting
- Nurture Support
- Mentoring/ Mediation from the Child & Family Learning Mentor
- Discussions with parents
- Loss of privileges
- Counselling
- Involvement of external agencies

The Head will inform the Chair of Governors of all Fixed Term Exclusions. **In rare circumstances, a fixed term exclusion may become permanent after full investigation.**

The DfE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year. Following exclusion parents are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LEA as directed in the letter.

If the fixed term exclusion is greater than five days or an accumulation of exclusions exceed five days, a Pastoral Support Plan will be drawn up. This needs to be agreed with the school, pupil and parents.

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.

Permanent Exclusion

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

- The final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on school premises.
- In exceptional circumstances, where it is felt not appropriate to implement other strategies, it could be appropriate to permanently exclude a pupil for a first or 'one off' offence when a serious criminal act has been committed. In such circumstances the school would most likely need to involve the police.

The decision to exclude

If the Head decides to exclude a pupil (fixed term or permanent exclusion) she/he will:

- Communicate with the Chair of Governors
- Ensure that there is sufficient recorded evidence to support the decision
- Explain the decision to the pupil
- Contact the parents, explain the decision and ask that the child be collected
- Send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or fixed term exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return
- In cases of more than a day's exclusion, ensure that appropriate work is set

Any Exclusion should not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply by, for example, by refusing to collect the child, the child's welfare is the priority.

Behaviour outside school

Pupils' behaviour outside school when involved in school activities, such as on school visits, is subject to the school's Behaviour Policy. Poor behaviour in such circumstances will be dealt with as if it had taken place in school.

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

Pupils with Special Educational Needs and disabled pupils

The school must take account of any Special Educational Needs when considering whether or not to exclude a pupil.

We have a legal duty not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability.

The Head should ensure that reasonable steps have been taken by the school to respond to a pupil's disability so 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 modify the pupil's behaviour
- Requesting external 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 or if there are serious health and safety issues that put the school community at risk.

Marking attendance registers following exclusion

When a pupil is excluded for a fixed term, he/she should be marked as absent using Code E.

Managed Move

In cases where the Head 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 Head may require the parents to remove the pupil. This is not exclusion and in such cases the Head will assist the parents in placing the pupil in another school.

Removal from the school for other reasons

The Head 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 an appeal

If parents wish to appeal against the decision to exclude, the matter will be referred to the Governing Body. The Head will offer to refer the matter to the Chair of Governors. Alternatively, parents may wish to write directly to the Chair.

Pupil Discipline Committee

The matter will then be referred to the Pupil Discipline Committee for consideration. The Committee will consist of at least three people who were not directly involved in the matters detailed in the complaint. Where there is a hearing of an appeal, this will include two people who will be independent of the management and the running of the school. Each of the Committee members shall be appointed by the Chair of Governors, who on behalf of the Committee, will then acknowledge the appeal and schedule a hearing to take place as soon as practicable and normally within 14 working days.

If the Committee deems it necessary, it may require that further particulars of the incident or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 7 working days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Committee will resolve the parents' appeal immediately without the need for further investigation.

Where further investigation is required, the Committee will decide how it should be carried out.

After due consideration of all facts they consider relevant, the Committee will reach a decision and may make recommendations, which it shall complete within 14 working days of the Hearing.

The Committee will write to the parents (where possible, a copy will also be sent by e-mail) informing them of its decision and the reasons for it. The decision of the Committee will be final.

The Committee's findings and any recommendations will be sent in writing to the parents, the Head and the Governors.

Those findings are available for inspection on the school premises by the Chair of Governors and the Head.

Parents can be assured that all concerns will be treated seriously and confidentially. The School keeps a written record of all appeals and of whether they are resolved. A record is kept for at least 3 years.

All correspondence, statements and records will be kept confidential except where the Secretary of State or a body conducting an inspection under Section 162A of the 2002 Act, as amended, requests access to them, or where any other legal obligation prevails.

All exclusions will be reported to the Governing Body and the LA.

Jo Jelves
Headteacher
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Document History

October 2012	To be presented at Personnel Committee Meeting 29 th November 2012
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