



# Exclusion Policy

# **EXCLUSION POLICY**

## **Overview**

It is the policy of Parkview Primary School and Redwood Primary School to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion.

Exclusions can be a worrying, upsetting and difficult time for parents and children. Provided here is a brief overview of the process involved if a child has either been excluded from school permanently or for a fixed period (including lunchtimes).

The process of exclusion that all schools must follow is based on guidance **DfE Exclusion from Maintained Schools, Academies and Pupil Referral Units in England: A guide for those with legal responsibilities in relation to exclusions.**

As a federation, we feel it is important to promote a caring and supportive environment to enable all members of the school communities to feel secure, respected and therefore promote good behaviour in others.

The development of personal qualities and social skills and the fostering of socially acceptable behaviour are an integral aspect of the schools' curricula.

## **Reasons for Exclusion**

Exclusion is a sanction used by the school only in cases deemed as serious breaches of the Schools' Behaviour Policy. A pupil may be at risk of an exclusion from school for:

- **Physical assault against pupil**

Includes: fighting, violent behaviour, wounding, obstruction and jostling

- **Physical assault against adult**

Includes: violent behaviour, wounding, obstruction and jostling

- **Verbal abuse / threatening behaviour against pupil**

Includes: threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, carrying an offensive weapon

- **Verbal abuse / threatening behaviour against adult**

Includes: threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, carrying an offensive weapon

- **Bullying**

Includes: verbal , physical, homophobic bullying, racist bullying

➤ **Racist abuse**

Includes: racist taunting and harassment, derogatory racist statements, swearing that can be attributed to racist characteristics, racist bullying, racist graffiti

➤ **Sexual misconduct**

Includes: sexual abuse, sexual assault, sexual harassment, lewd behaviour, sexual bullying, sexual graffiti

➤ **Drug and alcohol related**

Includes: possession of illegal drugs, inappropriate use of prescribed drugs, drug dealing, smoking, alcohol abuse, substance abuse

➤ **Damage**

Includes damage to school or personal property belonging to any member of the school community: vandalism, arson, graffiti

➤ **Theft**

Includes: stealing school property, stealing personal property (pupil or adult), stealing from local shops on a school outing, selling and dealing in stolen property

➤ **Persistent disruptive behaviour**

Includes: challenging behaviour, disobedience, persistent violation of school rules

This list (provided by Derby City Local Authority) is not exhaustive and there may be other situations where the Headteacher makes the judgement that exclusion is an appropriate sanction.

In most cases, except for the most extreme, the Senior Leadership Team will have considered the following before making a decision about exclusion:

- Verbal or written reports from members of staff
- Discussions with the pupils concerned
- Discussions with the parents of the pupils concerned
- Responses to sanctions already put in place eg missed playtimes, behaviour reports sent home.

## Types of exclusion

- a. A **Suspension** from the school can only be authorised by the Headteacher, Deputy Head teacher or an Assistant Head (Redwood only). If none are available to authorise the exclusion, a decision should be deferred until the opportunity for authorisation is available.
- b. In the case of a **Permanent Exclusion**, this can only be authorised by the Headteacher and **must only** be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Headteacher.

## Notification of a suspension

- i. The pupil who has been excluded will have the reason for his/her exclusion explained to them by a member of the Senior Leadership Team, so that they understand the nature of their misbehaviour and why it is unacceptable.
- ii. The parents will be notified as soon as possible of the decision to exclude and the reasons for the exclusion. The evidence leading up to the decision will also be explained. This will be done on the day of the exclusion being authorised by either direct phone contact or at a face-to-face meeting.
- iii. A written confirmation of the reason(s) for the exclusion will be given to the parents on the same day, outlining the reasons for the decision, the date upon which the pupil will be allowed back into school, the procedures for appeal which are open to the parents.
- iv. The Chair of Governors will be informed and a copy of the letter to parents made available.
- v. The school administrator will record the nature and length of the exclusion on the school's Integris system.
- vi. The exclusion will be reported to the next Full Governing Body meeting.
- vii. Work will be set for the pupil to complete at home during a fixed-period exclusion. This will be made available to the parents on the morning following an exclusion.
- viii. All students returning from a suspension are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusions can be avoided and behaviour modified to acceptable standards in partnership between pupil, parents and school. A pupil may be prevented from being reintegrated back into school if parents fail to attend this meeting.
- ix. A child cannot be excluded from school for a period of more than 45 school days in any school year. Once a pupil has reached this limit, any subsequent exclusion will be permanent.

### **For permanent exclusions:**

1. The Federation will usually only permanently exclude a child as a last resort after trying to improve the pupil's behaviour through other means. However, there are exceptional circumstances in which the Headteachers may decide to permanently exclude a pupil because of ongoing issues or even isolated incidents.
2. The Headteacher will inform parents of the decision in a face-to-face meeting. The parents will be informed of the reasons for the decision and the evidence behind this.
3. A letter of confirmation will be sent on the same day of the exclusion outlining the reasons for the decision and the procedures for appeal which are open to the parents.
4. The Chair of Governors will be informed and a copy of the letter to parents will be made available. The school's governing body is required to review the Headteacher's decision.
5. Full-time education must be provided by the Local Authority from the sixth day of a permanent exclusion.
6. A special meeting of a delegated committee of the Governing Body will be called within fifteen working days of the date of exclusion, of which the parents will be notified, in order to consider the decision of the Headteacher.
7. All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclusion. This procedure is clearly set out in the statutory guidance.

### **Pupils with Special Educational Needs**

The Federation will always aim to avoid permanently excluding pupils with an Education, Health and Care Plan. Where a child is excluded, the Headteacher should use the period between the decision to exclude and the meeting of the Governing Body to work with the Local Authority to see whether more support can be made available or whether the Plan can be changed to name a new school under a managed move which would be beneficial both to the pupil and schools concerned.

This policy will be reviewed every three years in line with the School Policy Review Cycle.