



## **Pupil Exclusion Policy**

### **Rationale**

A decision to exclude a pupil, either for a fixed period or permanently is seen 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. No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation. The investigation may be carried out by the Head Teacher or by a person delegated by the Head Teacher.

### **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.
- Breakdown of the relationship between the school and parents.
- Any exclusion will be at the recommendation of the Head Teacher.

### **Fixed term exclusion**

A fixed term exclusion will usually be between one to three days unless modified provision is required, it can then be up to five days.

### **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
- mentoring
- behaviour book
- discussions with parents
- target setting
- checking on any possible provocation
- mediation
- counselling
- internal exclusion
- involvement of external agencies
- completion of an Early Help Assessment to enlist the support of outside agencies/set targets.

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 these are persistent and defiant.

### **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 Head Teacher will initiate the investigation of the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give their 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.

The Head Teacher will inform the Chair of Governors. In certain circumstances, a fixed term exclusion may become permanent after full investigation.

### **Permanent exclusion**

A permanent exclusion is a very serious decision and the Head Teacher will consult the Chair of Governors as soon as possible. As with a fixed term exclusion, it will follow a range of behaviour management 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 such as:

- serious actual or threatened violence against another pupil or a member of staff
- possession or use of an illegal drug on school premises
- carrying or use of an offensive weapon
- persistent bullying
- persistent racial harassment.

If the Headteacher decides to exclude a pupil (fixed term or permanent exclusion) they 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 and that arrangements are in place for it to be marked. Parents will be asked to sign on receipt
- plan how to address the pupil's needs on their return
- plan a meeting with parents and pupil on their return

An 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, refusing to collect the child, the child's welfare is the priority.

November 2016

Ratified by FGB: 5.12.16

To be reviewed: Autumn 2017