

## **POLICY REGARDING EXCLUSIONS**

### **PHILOSOPHY**

The range of complex needs, within the school, means that exclusion will only be used in extreme circumstances, and only when other strategies of support and resolution have been exhausted. The safety of pupils and staff will be paramount when making any decision to exclude [see the school's policy for behaviour management]. That policy [*Appendix A*] focuses on the positive management of pupil behaviour, but also includes examples of where exclusion may be used as sanction for serious concerns.

### **AIMS**

- To support the school's behaviour policy
- To promote self management of behaviour
- To encourage pupils to take responsibility for their own actions, to feel safe and adopt safe practices
- To work in partnership with parents and other agencies to support management of pupil behaviour and well being.

### **STRATEGIES** [*See Appendix:- Summary Table of Exclusion process*]

The decision to exclude lies with the Headteacher or Senior Manager in charge. Decisions are reached using guidance contained in Circular 10/99 and subsequent guidance.

Full guidance is contained in the Department for Education guide: 'Exclusion from maintained schools, Academies and pupil referral units in England [2012]'

### **FIXED TERM EXCLUSIONS**

- Where pupils are excluded, homework will be set in at least the core subjects of the National Curriculum.
- From the 6<sup>th</sup> day of any exclusion, a school is required to arrange full-time education [see Appendix C]
- Where fixed period exclusions would result in a child missing more than 15 school days [in total] in any one term, the following will apply:

#### Pupil Disciplinary Committee

This will consist of a minimum of three Governors from a pool, but excluding parent and teacher Governors. In any exclusion, any Governor having knowledge of the specific case would not serve on the Committee. An independent clerk will be appointed to offer advice, convene and attend Committee meetings and prepare correspondence. The Committee will exercise its functions in line with the detail contained in Circular 10/99.

### Procedure at the meeting

The Discipline Committee should decide whether or not to direct re-instatement. In reaching their decision the Committee should:

- consider the parents/guardians' and LA's statements;
- with regard to the guidance on the appropriate use of exclusion, consider whether the Headteacher has tried sufficient approaches to improve a pupil's behaviour before resorting to exclusion, and whether any further strategies might be an alternative to exclusion;
- for permanent exclusion, satisfy itself that all possible strategies to improve a pupil's behaviour (including a Pastoral Support Programme and, for pupils with Statements, an interim review of the Statement) were tried and have failed; or that the incident was of such a serious nature as to warrant a permanent exclusion;
- in the case of reinstatement, discuss possible short-term support with the LA;
- if the exclusion is confirmed, satisfy itself that there are arrangements for continuation of the pupil's education away from school;
- notify the parents/guardians and the LA of the outcome within one school day of the hearing.

### Pupil reintegration after-fixed term exclusion

1. In individual cases and at the Headteacher's discretion, a Governor may be asked to be present when a pupil returns to school, excepting that:
2. in cases where a pupil has been excluded for a single fixed period of five days or more, a formal meeting will be held to include the Headteacher, Governor(s), parents/guardians and pupil. This is to ensure that all concerned understand the seriousness of the situation, and that a positive behaviour plan is developed to encourage progress in the future.
3. Where there are difficulties calling a meeting, the Headteacher may make a home visit.

Exclusions, which do not trigger a meeting of the Discipline Committee, will be reported to the Governors each term in the Headteacher's report.

Throughout, the Governors and Headteacher will encourage the dissemination of good practice, particularly by minimising the risk of exclusion through the following:

- early intervention through the school's positive behaviour management policy;
- partnership work with parents;
- multi-agency approach, involving pupil and parents/guardians through interim review if necessary;
- staff training.

ROLES AND RESPONSIBILITIES: [See Appendix:- Pupil Discipline]

Headteacher/Senior Manager in Charge:-

The decision to exclude a pupil lies with the Headteacher or Senior Manager in Charge.

The Headteacher must notify parents by telephone the same day and in writing within 24 hours.

The Headteacher must follow procedures set out in Circular 10/99 and subsequent guidance.

The Designated Officer for Looked After Children must be involved as appropriate.

Governing Body:-

The Governing Body must review certain types of exclusion and can delegate that responsibility to at least 3 Governors.