



As a school, we hold the safety of our children and adults with paramount importance and therefore there may well be occasions when a child's behaviour deems it necessary for us to consider internal or external exclusion.

A decision to exclude a pupil, either for a fixed term or permanent, is seen as a last resort by the school.

The possible reasons for Exclusion:

- Serious breach of the school's rules or policies.
- Behaviour including verbal or physical abuse towards a pupil or adult; damage to school property; racial or homophobic abuse; bullying; persistent disruptive behavior; sexual misconduct; theft
- Risk of harm to the education or welfare of the pupil or staff in the school.
- Unfounded malicious allegations against members of staff and pupils.

Any exclusion will be at the discretion of the Executive Head Teacher, or in their absence, at the discretion of the Head of school.

Fixed Term Exclusion

A fixed term exclusion should be for the shortest time necessary but each case will be determined on an individual basis

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 as outlined above. Any child with a PSP would have this reviewed upon returning to school after exclusion.

Exclusion will not be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules).

Single Incident

A 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 investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The child will be encouraged to give his/her version of events and the Head Teacher will check whether the incident may have been provoked, for example, by bullying or racial harassment.

If necessary the Executive Head teacher will consult the Chair of Governors.

Permanent Exclusion

A permanent exclusion is a very serious decision and the Executive Head teacher will consult with the Chair of Governors before enforcing it. 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 offence such as:

- Serious actual or threatened violence against a pupil or member of staff.
- Possession or use of an illegal drug on school premises.
- Carrying an offensive weapon.
- Persistent bullying or racial harassment.

The Decision to Exclude

If the Executive Head teacher decides to exclude a pupil school will:

- Ensure 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.
- Plan how to address the pupils needs on his/her return.
- Plan a meeting with the parents and pupil on his/her return.

An exclusion will 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.

Behaviour Outside School

Pupil's behaviour outside school on school business e.g. on school trips, 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 on school business, The Head Teacher 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 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 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 Head Teacher 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 prevent the pupil's behaviour.
- Requesting external help with the pupil.
- Staff training.

Where reasonable adjustments to rules, 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 a such reason.

Marking Attendance Registers following Exclusion

When a pupil is excluded temporarily, he or she will be marked as absent in the Attendance Register using the appropriate code.

Managed Moves

In cases where the Executive Head teacher and the 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 Teacher may require the parents to remove the pupil at the end of a term. This is not exclusion and in such cases the Executive Head teacher will assist the parents in placing the pupil in another school.

Removal from the School for Other Reasons

The Executive Head teacher may send a pupil home, after consultation with the 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 notifiable disease. This is not an exclusion and should be for the shortest possible time.

Governors

Parents/carers have the right to make representations about exclusions to the Governing Body. The governing Body does not have the power to direct reinstatement.

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