

Weston Park Primary School



Exclusion Policy

Date of last review: September 2017

Date of next review: September 2019

EXCLUSION POLICY

Our vision

At Weston Park Primary School (WPPS) we recognise the importance of providing a safe, happy and secure learning environment in which excellent learning can take place. We believe that everyone should be equally valued in this environment, enabling children to become independent, confident members of the school community.

This policy has been written in conjunction with the department for education 'Exclusion from maintained school, academies and pupil referral units in England' guide January 2015

The guide states:

'Good discipline in schools is essential to ensure that all pupils can benefit from the opportunities provided by education. The government support Headteachers in using exclusion as a sanction where it is warranted.'

Partnership with parents

At WPPS we will work in partnership with parents to ensure that expectations are clear and parents can reinforce them with their children. This includes ensuring that parents are kept informed about decisions made in response to a child's poor choices so that we can work together in the best interests of pupils to ensure expectations for behaviour are made clear.

Supporting pupils to succeed

We aim to include not exclude, and we approach all challenging behaviour in a supportive and positive way. We recognise that such behaviour can sometimes be symptomatic of a real, deeper need for our support and understanding. All children can go through times of inappropriate behaviour, and we strive to never 'give up' easily on a child as we recognise that each person has a unique contribution to make to school life and we want to support them to achieve this.

We will record behaviours and use data to assess patterns of challenging behaviour in pupils. Where patterns emerge we will systematically intervene, drawing up an action plan with the child, parent and teacher. It is the teachers, parents and child's responsibility to ensure that the action plan is followed.

No exclusion will be put into place without first attempting other strategies or, in the case of a serious single incident; a proper investigation.

Reasons for exclusion

- Serious breach of the school's rules or policies
- Serious risk of harm to the education or welfare of the pupils or others in the school if the pupil were to remain in school.

This can either be a very serious incident or the repetition of serious incidents.

Any exclusion will be at the discretion of the Headteacher, usually in consultation with other members of the senior leadership team (particularly if they were involved in investigating the incident.)

When establishing the facts in relation to an exclusion decision the Headteacher must apply the civil standard of proof, i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt'

Internal exclusion

Internal exclusion is when a pupil is excluded from the rest of the school and must work away from their class for a fixed amount of time.

An internal exclusion is a consequence where a pupil's behaviour is escalating and more serious measures need to be taken but there are not yet grounds for external / fixed term exclusion. Typically, a child receiving a consequence of this level should be receiving additional support including a multi-agency approach for their behaviour, intended to help them to avoid their behaviour escalating to a point where fixed term exclusion is necessary.

If the school deems that a pupil repeatedly fails to adhere to the school behaviour code, the Headteacher reserves the right to withdraw the child from attending an off-site activity or a school club. The school will aim to inform parents/carers of any such decision 5 working days prior to the event. Where reasonably possible the school may provide an alternative activity.

Fixed term exclusion (temporary)

A fixed term exclusion is when a child is excluded from school and must remain home for a fixed amount of time. This should be for the shortest time necessary to ensure minimal disruption to the child's education, whilst mindful of the seriousness of the breach of policy. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year). A fixed term exclusion does not have to be for a continuous period. In exceptional cases, usually where further evidence has come to light, a fixed term exclusion may be extended or converted to a permanent exclusion.

Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. In such cases the legal requirements in relation to exclusion, such as the Headteacher's duty to notify parents, still apply. Lunchtime exclusions are counted as half a day for statistical purposes.

Permanent exclusion

A decision to exclude a pupil permanently is seen as a last resort by the school. The physical and emotional health of our children and staff is our primary concern, and we therefore accept, that in some serious situations, permanent exclusion may be necessary, if all other strategies have been exhausted.

The decision to exclude will usually 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 another pupil or member of staff
- Possession or use of an illegal drug on school premises
- Persistent bullying
- Persistent prejudice based harassment or hatred based acts

Permanent exclusion may be the result of persistently poor behaviour or a serious single incident.

Persistent or cumulative problems

Internal and fixed term exclusions may be used in response to a persistent poor behaviour which breaches school rule and policies. In the most serious cases where the problems persist and there is no improvement a permanent exclusion may be necessary.

These would be imposed only when the school has already offered and implemented a range of support and management strategies. These could be joint action plans with parents, child and school, behaviour intervention with the Inclusion Leader / Pupil Support Leader, target setting, home / school communication book , outside agency referrals to ensure that needs are met.

The length of exclusion will depend upon a number of factors, such as the severity of the incident, and the likely impact on the child's learning and ability to succeed on returning to school. Such decisions will be made in the best interests of the child, whilst also mindful of the need to maintain order and reinforce the rules and expectations of the school in a clear and consistent way.

Single incident

Internal and fixed term exclusion may be used in response to a very serious breach of school rules and policies or a disciplinary offence. In the most serious of cases where the problem persists and there is no improvement exclusion may be necessary.

In such cases the Headteacher or designated senior leader will investigate the incident and consider the evidence to support the allegation, taking account of the school's policies. The pupils will be encouraged to give his / her version of events and the Headteacher will check whether the incident may have been provoked, for example by bullying or racial harassment.

The governing body will be informed of all exclusions on a termly basis; and additional consultation may also take place about key incidents with the chair of governors.

The decision to exclude

If the Headteacher decides to exclude a pupil she will:

- Ensure that there is sufficient recorded evidence to support the decision.
- Explain the decision to the pupils if they are in the state of mind to listen to the decision.
- Ask a member of the team to contact the parents and ask for the child to be collected.
- The Headteacher or another senior leader will explain the decision that has been made to the parent and why.
- Send a letter to the parents confirming the reasons for the exclusion and whether it is permanent or fixed term exclusion; including the length of the exclusion and any terms of conditions agreed for the pupils return and the date and time of a reintegration meeting *The written advice will also include the parents' right to make representations about the exclusion to the governing body, how the representations should be made and where there is legal requirement for the governing body to consider an exclusion, that parents have the right to attend a meeting, be represented at this meeting (at their own expense) and to bring a friend*
- In the case 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 and integration back into their class on his / her return

- Ensure that the re-integration meeting is conducted by an appropriate member of the senior leadership team.
- Written notification can be provided by delivering it directly to the parents; leaving it at their last known address; or by posting it to this address. The failure of a Headteacher to give notice of the information by the required time does not relieve the Head of the duty to serve the notice. A notice is not made invalid solely because it has not been given by the required time.
- Notify the governing body and the local authority of a permanent exclusion or where a fixed term exclusion is made permanent or exclusions which result in the pupils being excluded for more than five school days (or more than ten lunchtimes) in a term

Safeguarding

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. In this situation, depending on the reason for exclusion, the school may consider an internal exclusion until the end of the day, implementing the original exclusion decision from the time the child is collected from school, or in more severe circumstances the school may contact social services and/ or the police to safely take the pupil off site.

Re-integration

After a fixed term exclusion the pupil and parent will be requested to attend a re-integration meeting with a senior member of staff. At this meeting the behaviour leading to the exclusion will be discussed and targets will be set for improvement. Support around behaviour will also be discussed. The meeting will be recorded on the school re-integration form and a copy retained by the parent, child and school.

Work set

When a pupil is excluded for more than one day, work should be set by the school within a reasonable time-scale and this should be returned to the school when the exclusion is over. If a child is excluded at the end of a school day, then it may not be possible to arrange for work to be set until the following morning. Schools should take reasonable steps to set and mark work for pupils during the first five days of an exclusion.

A pupil can be excluded for up to ten continuous days on a fixed term basis. On the 6th continuous day, the school is responsible for providing education for the pupil, which could be at another local school, pupil referral unit or by providing home education.

Behaviour outside school

Pupils' behaviour outside school on **school business** e.g. on school trips, at sports events, is subject to the school's behaviour policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place in school; and additionally this includes any serious breach of policy which could 'bring the school into disrepute'.

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. The Headteacher should ensure that reasonable steps, in line with the Disability

Discrimination Act 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 their disability.

'Pupils who repeatedly disobey their teachers' academic instructions could, however be subject to exclusion'

Managed move

In cases where the Headteacher 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 parents failure to engage in strategies implemented by the school are resulting in a continuing pattern of poor behaviour or lack of improvement in behaviour, the Headteacher may consult the local authority and propose a managed move to another school. This is not exclusion and in such cases the Headteacher may assist the parents in placing the pupils in another school.

Removal from the school for other reasons

The Headteacher may send a pupil home, after consultation with that pupil's parent 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 time possible. A pupil cannot be 'sent home' for other reasons, including poor behaviour.

'Informal or unofficial exclusions such as sending pupils home 'to cool off', are unlawful, regardless of whether they occur with the agreement of parents or carers. Any exclusion of a pupil, even for a short period of time must be formally recorded.'

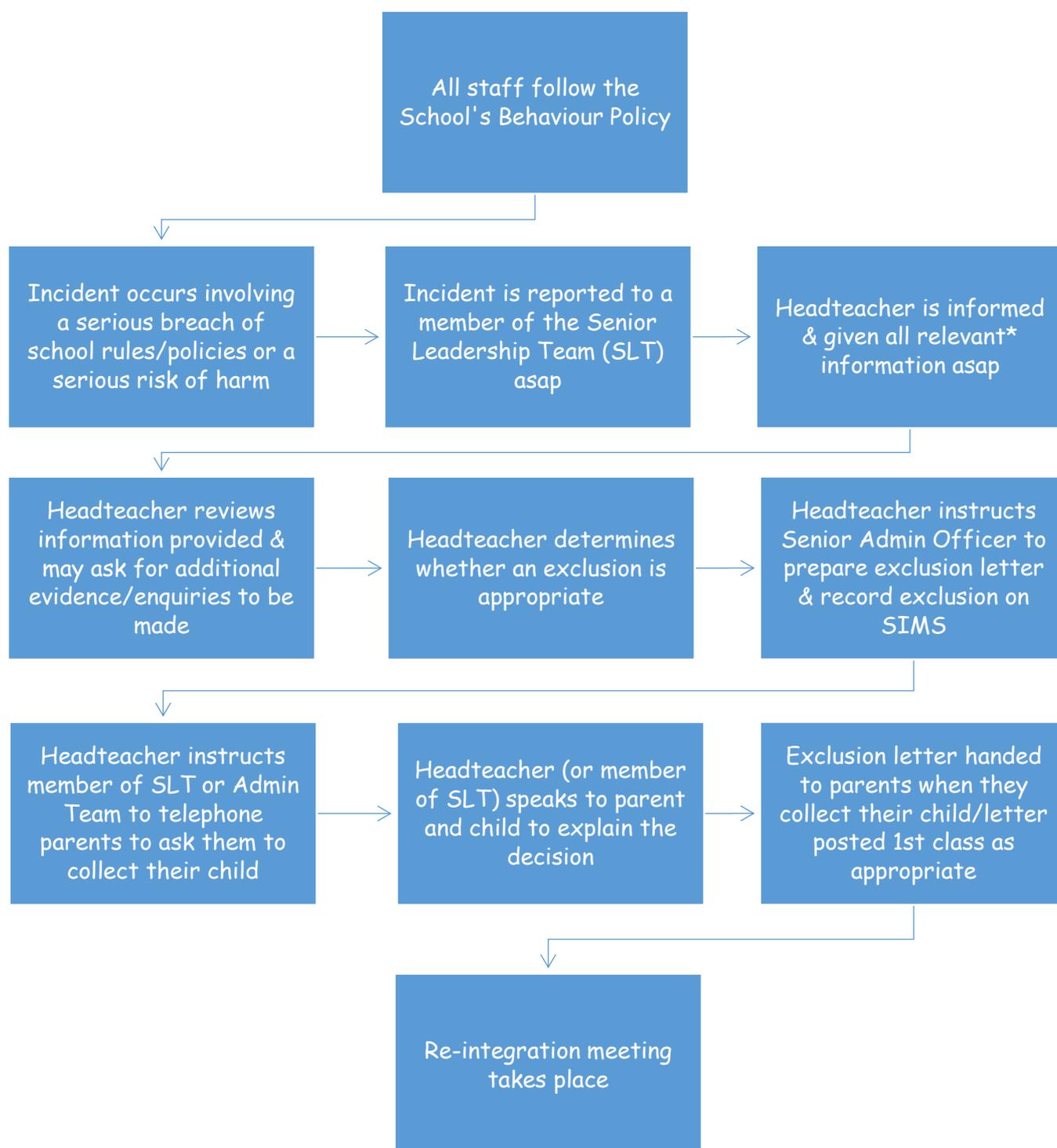
Equal opportunities

The Governing Body recognise that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of this policy as it is the governors' aim that no-one at WPPS should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.

Procedures for appeal

If parents wish to appeal the decision to exclude, the matter will be referred to the Governing Body and handled through the school and LA appeal procedure.

APPENDIX A: FLOW CHART FOR EXCLUSIONS



***INFORMATION REQUIRED BY THE HEADTEACHER TO ASSESS THE INCIDENT:**

What happened? When did it happen? Where did it happen? Who was involved?
Who witnessed the incident? What did they say?

NB. If the Headteacher is off site they must be contacted by telephone - only the Headteacher can make the decision to exclude a pupil.