

## Exclusion of Pupils Policy

The school uses four types of exclusions.

These are: **Internal, Managed, Fixed Term and Permanent.**

### **Internal Exclusions**

The school operates a policy of applying fixed term **internal exclusions** as a consequence of serious breaches of the Behaviour Policy where it is felt appropriate, as opposed to **fixed term exclusions**. These are used when students have committed breaches of discipline which, in the judgement of the school, are in need of a greater sanction than a detention; the school reserves the right to impose a specified period of time in the 'Inclusion Room.' The Inclusion Room is permanently manned and all rules and expectations are clearly displayed and are outlined at the beginning of the period to be served. Students in the Inclusion Room will take separate break and lunchtimes from the rest of the school population. The student is expected to comply with the rules of the Inclusion Room. Failure to follow the rules of the Inclusion Room can lead to an extension of the period of time served or a **fixed term exclusion**. The number of days in the Inclusion Room is dependent upon the judgement and evidence available at the time. The parent of any student who serves a period in the Inclusion Room is expected to attend a reintegration meeting.

### **Alternative Supervised Provision (ASP)**

When a serious breach of the school Behaviour Policy is recorded and earlier internal exclusions have not had the desired impact, an ASP at a nearby school will be implemented. At the partner school the student will work within their inclusion unit in isolation.

### **Fixed Term Exclusions**

These are applied in circumstances where a student's behaviour has breached school behaviour policy in a serious manner. **Fixed term** exclusions can be applied in the following circumstances once the appropriate investigation has been completed into the incident concerned.

- persistent and continuous disruptive behaviour;
- persistent non-co-operation with school procedures;
- damage to school property;
- refusal to accept school sanctions;
- theft of school property;
- setting off the school fire alarm;
- use of inappropriate language directed towards other pupils, school staff or visitors to school;
- possession of any items deemed dangerous;
- aggression, intimidation or violence towards any member of the school;
- sexual misconduct;
- possession of illegal substances.

A student's behaviour record will be considered when determining the length of the exclusion to be served. If a decision is taken to exclude for a period of beyond 5 days, school will take the appropriate action to ensure a pupil is educated within a local partner school from the sixth day onwards. A period of up to 45 days is the maximum that any one student can serve within an academic year.

## **Permanent Exclusions**

The decision to exclude a child permanently is a final and serious phase in the process of dealing with disciplinary offences and would normally only be used when a range of other strategies have failed, such as a pastoral support plan (see Pupil Behaviour Policy), or it is deemed that an extremely serious breach of the school's Behaviour Policy has taken place. An individual may be permanently excluded for the following reasons:

- serious violence against another pupil, member of staff or any visitor to the school community;
- sexual abuse or assault;
- supplying or being in possession of illegal drugs on the school premises;
- carrying an offensive weapon or anything that could be used as an offensive weapon against pupils, staff or visitors to the school community;
- persistent and consistent poor and disruptive behaviour;
- persistent and defiant behaviour towards members of staff, including bullying;
- serious malicious allegation against a member of staff that is unproven;
- continual failure to follow the required level of behaviour in the inclusion room;
- failure to achieve the targets set by members of the Pastoral Team.

The judgement of the Headteacher will be based upon the welfare and safeguarding of the whole school community after due consideration of all the evidence available to her at the time.

## **RESPONSIBILITIES OF THE HEADTEACHER/SLT**

When excluding a pupil, whether for a fixed period or permanently, the Headteacher has a duty to inform the parents/carers without delay. This will normally only be done by telephone and the telephone call will be followed by a letter posted First Class within one school day. The letter will include information about:

- the reasons for the exclusion;
- the length of exclusion;
- the arrangements for holding a return from exclusion meeting with a nominated member of the SLT;
- the arrangements for the continuing education of the pupil, including setting and marking of work.

## **RETURN FROM EXCLUSION MEETING**

The return from exclusion meeting will take place at school with a nominated member of the SLT. All relevant parties will be invited to the meeting. In the case of Permanent Exclusion, the meeting will allow the parents/carers to state their case and give them an opportunity to make an appeal against the decision.

If the Headteacher extends the fixed period or converts it into a permanent exclusion following the exclusion meeting, she will write again to the parents/carers with this information. The Headteacher also has a duty to inform the Senior Leadership Team of all exclusions.

## **REMOVAL FROM THE ADMISSIONS REGISTER**

The name of a student who has been permanently excluded from the school will not be removed from the school roll until 15 days after the exclusion meeting has taken place in order to allow for appeal.

Under Section 51A of The Education Act 2011, all students, who have been permanently excluded by a panel of the Governors Pupil Discipline Committee, have the right to appeal to a 'Review Panel' that can either uphold the decision of the responsible body, or recommend the responsible body to re-consider.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

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