

EXCLUSION POLICY

2017-2020



Purpose

The school is committed to providing an environment where all people can feel safe, happy, accepted and integrated. It is important that an orderly framework should exist within which effective teaching and learning can take place.

Summary

- Parents will be encouraged to support good attendance and behaviour through home-school agreements, parents' meetings and newsletters.
- Staff will work closely with parents, carers and pupils to optimise the chances of every pupil succeeding; exclusion, whether fixed-term or permanent will be used as a last resort. Permanent exclusion would only be used as a last resort, in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.
- In cases of Exclusion, the responsibilities of Parents/Carers, the Head Teacher and the Governing Body are outlined in this policy.

A full policy is available on request from the school office.

Status

Statutory

Who/what was consulted?

This policy has been updated by the Resources Committee and Debbie Dismore (Head Teacher) using guidelines issued by Norfolk County Council and the DFE. All staff have been consulted

Relationship to other policies/procedures

- Ready to Learn; Positive Behaviour and Discipline Policy
- Anti bullying Policy
- Positive Handling Policy
- Equalities Policy
- Home School Agreement
- Whole school policy for Safeguarding, including Child Protection
- Supervision Policy
- Complaints Procedure
- DFE Guidance: Exclusion from maintained schools, academies and pupil referral units in England Statutory guidance for those with legal responsibilities in relation to exclusion September 2017(Appendix 2)

Roles and responsibilities

Parents/Carers

Head teacher

Governing Body

Arrangements for monitoring and evaluation

The governing body will evaluate the impact of this policy through receiving data analysed by year group, gender and ethnicity on the number and range of fixed-term and permanent exclusions each term together with the reasons. It will encourage debate about the relevance and effectiveness of the school's behaviour management strategies, including the involvement of pupils and parents in forming policy.

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Teaching, Learning and Pupil Welfare Committee. Approved by FGB 9.10.17

Date initially approved by Full Governing Body: 13 October 14
Date Review Approved by the Full Governing Body: 09 October 17
Date for review: October 2020

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Responsibilities

The Head teacher will:

- be responsible for ensuring that this policy is implemented and for reporting to the governing body on its impact. He/she is the only person who can make a decision to exclude a pupil
- ensure that the policy and all procedures are in line with current legal requirements
- ensure that all staff receive appropriate support, advice and training in managing pupil behaviour in order to minimise the risk of needing to exclude a pupil
- ensure that staff work closely with parents and relevant specialist agencies when managing challenging behaviour
- in the event of an exclusion, officially inform the pupil's parent/carer of the period of the exclusion, or that the exclusion is permanent
- give the reasons for the exclusion
- advise the parent/carer that he or she may make representations about the exclusion to the governing body
- advise the parent/carer how and to whom his or her representations may be made
- advise the parent/carer of the days on which he or she will be responsible for ensuring the pupil is not found in a public place
- if applicable, advise the parent/carer of the latest date by which the governing body must meet to consider the circumstances of the exclusion of more than five days in one term either where the parent/carer has requested a meeting or where the exclusion would result in the pupil missing a public examination
- in the case of a fixed-term exclusion, advise the parent/carer of the date and time when the pupil should return to school
- advise the parent/carer of any alternative educational provision, including location, dates of attendance and so on
- if appropriate, advise the parent/carer of the date, time and details of the reintegration interview
- ensure that suitable full-time education is arranged for excluded pupils from the sixth school day of any fixed-period exclusion
- notify within a school day both the Local Authority and the governing body of the details of the exclusion, including the reason for it in the case of:
 - permanent exclusions and fixed-period exclusions which are converted to permanent exclusions
 - fixed-period exclusions totalling more than five school days in any one term
 - any exclusion that would result in the loss of an opportunity to take a public examination
- arrange a reintegration interview with parents/carers following the expiry of any fixed-period exclusion of a primary-aged pupil, or of an exclusion for more than five school days of a secondary-aged pupil. The interview will be conducted by the headteacher or a senior member of staff and its purpose is to assist the pupil's reintegration and engage the parents/carers in promoting the improvement of his or her behaviour.

The Governing Body will:

- promote positive behaviour by celebrating the achievements of pupils and by participating in final warning meetings to encourage pupils to make full use of the opportunities the school offers them.
- review the head teacher's exclusion decisions
- dismiss exclusions that do not relate to a disciplinary issue and consider complaints about other circumstances under the complaints procedure
- receive training to equip themselves to discharge their duties properly
- establish a discipline committee as necessary which will consist of at least three members. The headteacher may not be a member
- ensure that all exclusions meetings are clerked.

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In cases of:

- permanent exclusions and fixed-period exclusions converted to permanent exclusions
- all fixed-period exclusions totalling more than 15 school days in any one term
- fixed-period exclusions totalling more than five school days in any one term, where the parent expresses a wish to make representations to the governing body
- exclusions that would result in the loss of an opportunity to take a public examination

the governing body (or discipline committee) will meet to:

- consider the circumstances in which the pupil was excluded
- consider any representations about the exclusion made by the parent/carer and by the Local Authority
- consider whether the pupil should be reinstated immediately, reinstated by a particular date or not reinstated.

The timescales and requirements about presentation of evidence as set out in the Guide to Law for School Governors will be followed at all times.

Where the governing body has upheld a permanent exclusion, parents/carers may appeal against its decision to the local authority. The decision of the local authority panel is binding on the parties. If the parent/carer considers that there was maladministration by the appeal panel, he or she may make a complaint to the Local Government Ombudsman or the Secretary of State, depending on what the arrangements are in the local authority.

Where a reintegration meeting is arranged following a fixed term the parents'/carers' presence is crucial. A parent/carer's failure to attend may be a factor taken into account by a court when considering whether to impose a parenting order, if one is applied for at some future time.

Appendix 1: EXCLUSION INFORMATION AND MODEL LETTERS

Index:

Please note the model letters are those from the September 2008 DCSF document “Improving behaviour and attendance: guidance on exclusion from schools and Pupil Referral Units (PRU’s)

- Table of summary on exclusions process and questions
- Notes on conducting the Pupil Discipline Meeting
- Model Letter 1 From headteacher (or teacher in charge of a PRU) notifying parent of a fixed period exclusion of 5 school days or fewer in one term, and where a public examination is not missed (paragraph 101)
- Model Letter 2 From headteacher (or teacher in charge of a PRU) notifying parent(s) of a pupil that pupil's fixed period exclusion of more than 5 school days (up to and including 15 school days) in a term. (Paragraph 103a)
- Model Letter 3 From headteacher (or teacher in charge of a PRU) notifying parent of a fixed period exclusion of more than 15 school days in total in one term (paragraph 103b)
- Model Letter 4 From headteacher of a primary, secondary or special school (or teacher in charge of a PRU) notifying the parent(s) of that pupil's permanent exclusion (paragraph 103b)
- Model Letter 5 From the clerk to the governing body (management committee in case of a PRU) to parent upholding a permanent exclusion (paragraph 115)
- Model Letter 6 From the clerk to the Independent Appeal Panel notifying parent (or pupil if aged 18 or over) of the outcome of the appeal.
- Model Letter 7 From clerk to the governing body (management committee of a PRU/ board of directors Academy Trust) to parent(s) reinstating the pupil
- Model Letter 8 From clerk to the governing body (management committee of a PRU/board of directors of Academy Trust) advising parent(s) after reconsideration of reinstatement of pupil advising the outcome