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**Exclusion Policy**

**Rationale**

This guidance deals with the policy and practice, which informs the School’s use of exclusion. It is underpinned by the shared commitment of all members of the school community to achieve two important aims:

1. The first is to ensure the safety and well-being of all members of the school community, and to maintain an appropriate education environment in which all can learn and succeed;
2. The second is to realise the aim of reducing the need to use exclusion as a sanction.

**Introduction**

The decision to exclude a pupil will be taken in the following circumstances:

1. In response to a serious breach of the School’s Pupil Behaviour Policy
2. If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Exclusion is an extreme sanction and is only authorised by the Headteacher. Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the School’s Pupil Behaviour Policy:

* Verbal abuse to staff and others
* Verbal abuse to pupils
* Threat of physical violence
* Physical abuse to/attack on staff
* Physical abuse to/attack on pupils
* Indecent behaviour, including offensive language and gestures
* Bullying, intimidation or harassment
* Damage to property/vandalism
* Misuse of illegal drugs
* Theft
* Serious actual or threatened violence against another pupil or a member of staff
* Sexual abuse or assault
* Supplying an illegal drug
* Carrying an offensive weapon
* Possession of inappropriate material
* Inappropriate online behaviour
* Arson
* Bringing the school reputation into disrepute
* Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil’s behaviour.

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgement that exclusion is an appropriate sanction.

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Headteacher will:

* Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
* Consider if the pupil has special educational needs (SEN)

For the purpose of exclusions, school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

**Exclusion procedure**

Most exclusions are of a fixed term nature and are of short duration (usually between one and three days).

The DfES regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year. The Governors’ Pupil Discipline Committee, consisting of at least 3 governors, have established arrangements to review promptly all permanent exclusions from the School and all fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination.

The Governors have established arrangements to review fixed term exclusions, which would lead to a pupil being excluded for over five days but not over 15 days in a school term where a parent has expressed a wish to make representations.

Following the exclusion parents are contacted immediately where possible. Parents will be invited to meet with a senior member of staff to discuss the exclusion. The child will remain in school and alternative arrangements will be made for their supervision until the end of the school day. However, if deemed necessary, parents will be informed that their child needs to be collected immediately. If not issued during the initial meeting, a letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LEA as directed in the letter.

A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team and other staff where appropriate.

If the fixed term exclusion is greater than five days or an accumulation of other subsequent exclusions exceed five days, a Pastoral Support Plan will be drawn up. This needs to be agreed with the school, pupil and parents.

During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/guardians.

**Permanent Exclusion**

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

1. The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on school premises.
2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or ‘one off’ offence. These might include:

* Serious actual or threatened violence against another pupil or a member of staff as deemed by the Headteacher/Governing Body
* Sexual abuse or assault
* Supplying an illegal drug
* Carrying an Offensive Weapon (Offensive weapons are defined in the Prevention of Crime Act 193 as “any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him”)
* Arson

The school will consider police involvement for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and wellbeing of the school.

For permanent exclusions, the Local Authority is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

**General factors the school considers before deciding to exclude**

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Head will:

* Ensure appropriate investigations have been carried out
* Consider all the evidence available to support the allegations considering the Pupil Behaviour Policy, Equal Opportunity and Race Equality Policies
* Allow the pupil to give her/his version of events
* Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.

If the Head is satisfied that on the balance of probabilities the pupil did what he/she is alleged to have done, exclusion will be the outcome.

**Protocol for the Re-integration meeting following a Fixed Term Exclusion**

The re-integration meeting will be led by the Safeguarding Officer or a member of the SLT.

Aims:

To ensure that the pupil understands the value of the school rules and is able to confidently articulate why we have these rules in school.

Expectations:

* Welcome the parent
* Invite the pupil to go through the school rules/expectations and what they look like in practice
* Remind the pupil that the action/s they took had a negative and detrimental impact on others
* Invite the pupil to explain what they will NOW do and how they will demonstrate this
* If required, explain the steps/procedures the school has put in place to support the pupil- make the expectation explicit (pastoral support plan)
* Thank the pupil and parents for attending the meeting.
* Direct the pupil to their classroom and terminate the meeting.