



## **SOUTHWICK C E PRIMARY SCHOOL EXCLUSION POLICY**

### **Rationale**

This policy is underpinned by the shared commitment of all members of the school community to achieve two important aims:

- to ensure the safety and well-being of all members of the school community;
- to maintain an environment in which all can learn and succeed.

### **Introduction**

Exclusion is an extreme sanction, seen as a last resort, and is only administered by the headteacher. The decision to exclude a pupil may be taken in the following circumstances:

- in response to a serious breach of the school's behaviour policy;
- if allowing a pupil to remain in school would seriously harm the education or welfare of other persons or the pupil him/herself in the school.

Exclusion, whether for a 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 behaviour policy:

- Verbal abuse to staff and others
- Verbal abuse to pupils
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Damage to property
- Serious actual or threatened violence against another pupil or a member of staff
- Carrying an offensive weapon
- Unacceptable behaviour (including persistent disruptive 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.

At times, the headteacher may decide not to use the extreme sanction of an exclusion but decide that a Pastoral Support Plan should be drawn up to try avoid the sanction of an exclusion in the future. This might be accompanied by an internal exclusion.

### **Exclusion procedure**

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

than five days but not more than 15 days in a school term where a parent has expressed a wish to make representations.

Following exclusion, parents are contacted immediately where possible. A letter will be sent by post giving reasons for the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the Local Authority 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. During this meeting, a Pastoral Support Plan or behaviour contract will be drawn up, which will include a review date.

During the course of a fixed term exclusion where the pupil is to be at home, work will be provided for the child by the class teacher. Parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/guardians. They will also be informed that their child should not be present in a public place during school hours.

Records relating to exclusions will be stored confidentially.

### **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:

- 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 that 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.
- 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 e.g. serious actual or threatened violence against another pupil or a member of staff or behaviour which poses a significant risk to the child's own safety.

### **General factors the school considers before making a decision 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 headteacher will:

- ensure appropriate investigations have been carried out;
- allow the pupil to give her/his version of events;
- explore the wider context, taking into consideration how much the incident may have been provoked (for example by bullying or by racial or sexual harassment);
- consider all the evidence available to support the allegations taking into account the Behaviour Policy, Equal Opportunity and Race Equality Policies.

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Read in conjunction with 'Exclusion from maintained schools, Academies and pupil referral units in England' 2017