

RICHARD TAYLOR EXCLUSION POLICY

Rationale

This policy 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 educational 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

- In response to a serious breach of the School's Behaviour Policy;
- 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 administered by the Headteacher (or, in the absence of the Head, the Assistant Head who is acting in that role).

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 Behaviour Policy:

- Verbal abuse of Staff and others
- Verbal abuse to students
- Physical abuse to/attack on Staff
- Physical abuse to/attack on students
- Damage to property
- Theft
- Serious actual or threatened violence against another student or a member of staff.
- Carrying an offensive weapon*
- Arson

**Offensive weapons are defined in the Prevention of Crime Act 1953 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."*

- Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the student's behaviour.

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

Exclusion Procedures

- 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 student for one or more fixed periods not exceeding 45 school days in any one school year.

- The Governors will follow LA and DCSF guidelines to review promptly all permanent exclusions from the School and all fixed term exclusions that would lead to a student being excluded for over 15 days in a school term.
- The Governors will follow LA and DCSF guidelines to review fixed term exclusions which would lead to a student 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 exclusion parents are contacted immediately where possible. A letter will be handed to the parent giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LA 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 the Headteacher or Deputy Headteacher where appropriate.
- During the course of a fixed term exclusion where the student is to be at home, parents are advised that the student is not allowed on the School premises, and that daytime supervision is their responsibility, as parents/guardians.

Permanent Exclusion

The decision to exclude a student 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 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).
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 a student or a member of staff.
 - Carrying an offensive weapon*
 - 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 well being of the School.

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 student 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 taking into account the School's Behaviour, Equal Opportunity and Race Equality Policies.
 - Allow the student to give her/his version of events.
 - Check whether the incident may have been provoked for example by bullying or by racial harassment.

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

Exercise of discretion

In reaching a decision, the Head will always look at each case on its own merits.

In considering whether permanent exclusion is the most appropriate sanction, the Head will consider:

- a. the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Behaviour Discipline Policy and
- b. the effect that the pupil remaining in the School would have on the education and welfare of other students and staff. Nonetheless, in the case of a pupil found in possession of an offensive weapon, whether there is an intention to use it or not, it is the School's usual policy in this particularly serious matter to issue an exclusion which may be permanent.

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors' Pupil Discipline Committee, when it meets to consider the Headteacher's decision to exclude. This committee will require the Headteacher to explain the reasons for the decision and will look at appropriate evidence, such as the pupil School record, witness statements and the strategies used by the School to support the pupil prior to exclusion.

Alternatives to Exclusion

Alternative strategies to exclusion are included in the School Behaviour Policy. The School works closely with the Local Authority and will undertake a managed move where such a course of action would be benefit to both the pupil and the two schools concerned. However, the threat of a permanent exclusion will never be used as the means to coerce parents to move their child to another school.

Pupils whose behaviour at lunchtimes is disruptive may be excluded from the School premises for the duration of the lunchtime period. This will be treated as fixed term exclusion and parents will have the same right to gain information and to appeal.

Behaviour Outside School

Students' behaviour outside School on school "business" for example, school trips and journeys, away school sports fixtures is subject to the School's Behaviour Policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in School.

At all times the School will follow Local Authority and DCSF Guidelines on Exclusions which are encompassed in the document "Guidelines for Schools and Pupil Referral Units Exclusion of Pupils 2012" which is available from the Headteacher's office.

**Agreed: March 2017
Review 2019/2020**