



*For every child to reach their potential and live life in all its fullness (John 10:10)*

**Name of Policy:** Exclusion Policy

**Policy Written:** September 2019

**Policy Renewed:**

<b>September 2020</b>	Addition of the weblink to Covid-19 information in up-dated Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012/14 document. Addition of Impact Section
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**Next Review Date:** September 2021

**Intent:**

It is the intent of Hindsford CE Primary School to try and deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. (See Behaviour Policy).

This policy is designed to outline the school’s approach to exclusions within the statutory framework as defined in the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012/14 document:

(<https://www.legislation.gov.uk/uksi/2012/1033/made>), which has recently been amended to include guidance of exclusions during the Coronavirus pandemic. This policy has also taken guidance from the Exclusions from Maintained Schools, Academies and Pupil Referral Units in England 2017 document:

([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/641418/20170831\\_Exclusion\\_Stat\\_guidance\\_Web\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf)).

**Implementation:**

The school views exclusion as a sanction issued only in response to a serious breach of the School Behaviour Policy. This includes breaches such as:

- Verbal or physical assault of another pupil or adult.
- Persistent and repetitive disruption of lessons and other students’ learning.
- Vandalisation of school property to an extreme level.
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

A Fixed Term Exclusion from school can be authorised by the Headteacher or one of the Senior Leaders acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available. A Fixed Term Exclusion can only be issued for a maximum of 45 days within a year.

In the case of a Permanent Exclusion, this can only be authorised by the Headteacher and must be issued after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Headteacher.

The school is committed however to doing everything that it possibly can to avoid a pupil being permanently excluded.

**Monitoring:**

The school regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are fully being met.

The Governing Body also monitor the number of Fixed Term Exclusions to ensure that these are only being issued in line with this policy. If there is a high number of Fixed Term Exclusions, the Governing Body will question the school to ensure that it is correctly applying all actions set out in the school’s Behaviour Policy, which has been designed to support the avoidance of any exclusions being issued.

**Notification of a Fixed Term Exclusion:**

- 1) Parents will be notified as soon as possible once the decision to exclude a student has been made and an explanation for the reason of the exclusion will be given. This will be done on the day that the exclusion is issued either by direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will also be sent to parents the same day.
- 2) A senior member of staff will explain to the pupil the reasons why they are being sent home and what the Fixed Term Exclusion means.
- 3) The pupil will be provided with work from the class teacher for them to complete at home and the school will have the expectation that the parent/carer will support the school by completing this with the child. At this stage, the school will speak to the parent/carer to establish whether they need any support with having their child at home. The school will then contact any outside agencies that may be able to provide this support during this time, an Early Help may also be set up. If the child is on a Child Protection Plan or classed as a Child in Need, the relevant outside agencies such as Start Well and Social Service will be contacted by the school to inform them that the pupil has been issued with a Fixed Term Exclusion.

- 4) The Chair of Governors, LA Inclusion Officer and relevant school staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

#### **Students Returning from a Fixed Term Exclusion:**

When returning to school, a meeting will be held with the Headteacher or member of the Senior Leadership Team with the child and their parent/carer to discuss the reasons why the exclusion happened. This will also give the pupil an opportunity to talk about anything that is concerning them in school that they may need some help with.

A behaviour or support plan will then be implemented in response to what is discussed and/or amendments will be made to the child's original support/behaviour plan if they had one prior to the meeting.

#### **Permanent Exclusions:**

The school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a Headteacher may decide to permanently exclude a pupil because of on-going issues or even for a 'one-off' incident.

If a permanent exclusion is issued, the child will be sent home from school/not allowed to return to school on a temporary Fixed Term Exclusion although it is the responsibility of the school to make it clear that this is only whilst a decision has been made regarding a permanent exclusion.

The parent/carer will then be contacted during the exclusion and be invited into school to discuss the outcome of the decision with the Headteacher & Deputy Headteacher. Following this, the parent/carer will be issued with a formal letter informing them of the issuing of the permanent exclusion.

If a child has been permanently excluded, it is important for parent/carers to know that:

- The school's Governing Body is required to review the Headteacher's decision and the parent/carer may meet with them to explain their views on the exclusion.
- If the Governing Body confirms the exclusion, the parent/carer can appeal to an independent appeal panel organised by the Local Authority.
- The school must explain in a letter how to lodge an appeal.
- The Local Authority must provide full-time education from the sixth day of a permanent exclusion.

#### **Appeals**

All correspondence regarding an exclusion from school will inform parents of their right to appeal to the Governing Body against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Clerk to the Governors.

#### **Relationship to Other School Policies:**

The Exclusion Policy should be read in tandem with the school's Behaviour Policy as well as other relevant school policies, particularly the Inclusion Policy, Special Educational Needs Policy and the Equality & Diversity Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.

#### **Impact:**

The impact of this policy is to emphasise to parent/carers that exclusion at Hindsford will only be issued as a last resort when managing breaches of the Behaviour Policy. Also, that the school will do everything they can working closely with the pupil and family to try and resolve the breach of policy so that an exclusion does not have to be issued.

The result of the school's work should mean that there are no or very few exclusions issued by the school overtime.

## Annex A – A summary of the governing body’s duties to review the head teacher’s exclusion decision

