

**Atwood Primary School**

# **Exclusion Policy**



**Written: November 2011**

**Approved: December 2011**

**Review Date: December 2014**

**(or to meet new legislation and practices)**

## **Exclusion Policy**

Atwood Primary School is committed to valuing diversity and equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities.

The Governing Body recognise that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of the policy as it is the governors' aim that no-one at Atwood Primary School should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.

We aim to include, not exclude, and we approach all challenging behaviour in a positive and supportive way. We recognise that such behaviour can sometimes be symptomatic of a real deeper need for our support and understanding. All children can go through times of inappropriate behaviour, and we strive never to give up easily on a child as we recognise that each person has a unique contribution to make to school life and we want to support them to achieve this.

A decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort or it will be in the response of a very serious breach of school rules or disciplinary offence. The physical and emotional health of our pupils and staff is our primary concern, and we therefore accept, that in some rare situations, exclusion may be necessary, if all other strategies have been exhausted.

The school is responsible for communicating to pupils, parents and staff, its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

No exclusion will be initiated without first exhausting other strategies, or in the case of a serious single incident, a thorough investigation.

Reasons for exclusion:

- Serious breach of the school's rules or policies
- Risk of harm to the education or welfare of the pupil or others in the school

Any exclusion will be the decision of the Head Teacher, or in the absence of the Head Teacher, the Deputy Head Teacher, in consultation with the Governing Body, as appropriate.

### **Temporary exclusion**

A temporary exclusion should be for the shortest time necessary. Ofsted evidence suggests that 1 – 3 days is usually enough to secure benefits without adverse educational consequences.

### **Persistent or cumulative problems**

Exclusion for a period of time from half a day to 5 days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These strategies are outlined in the Behaviour Policy.

### **Single Incident**

Temporary exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases the Head Teacher (or in their absence, Deputy Head Teacher) will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of school policies.

The Head Teacher may consult the Chair of the Governing Body and Deputy Head Teacher.

### **Permanent exclusion**

A permanent exclusion is a very serious decision and the Head Teacher will consult with the Senior Leadership Team and the Chair of the Governing Body before enforcing it.

As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence such as:

- Serious actual threatened violence against another pupil or member of staff
- Possession or use of an illegal drug on school premises
- Persistent bullying
- Persistent racial harassment

### **The decision to exclude**

If the Head Teacher decides to exclude a pupil he/she will:

- Ensure there is sufficient recorded evidence to support the decision
- Explain the decision to the pupil
- Contact the parents immediately and explain the decision and ask that the child be collected
- Send a letter to the parents confirming the exclusion within 24 hours, whether it is a permanent or temporary exclusion.
- Ensure provision is made for the pupil to continue their full time education for the duration of the exclusion.
- Invite the parent / carer to a reintegration interview
- Ensure the Governors and Local Authority are informed and provided with all the necessary documents in accordance with the required the LA's guidelines

## **Safeguarding**

An exclusion will not be enforced if doing so will put the safety of the pupil at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority. In this situation, depending on the reason for exclusion, the school may consider an internal exclusion until the end of the day, implementing the original exclusion decision from the time the child is collected from school, or, in more severe circumstances the school may contact Social Services and/or the Police to safely take the pupil off site.

## **Behaviour outside school**

Pupils' behaviour outside school on school business e.g. on school trips, at sports fixtures, is subject to the school's behaviour policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place in school.

## **Pupils with special educational needs and disabled pupils**

The school must take account of any special educational needs when considering whether or not to exclude a pupil.

We have a legal duty under The Disability and Discrimination Act 2005 as amended, not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. The Head teacher should ensure that reasonable steps have been taken by the school to respond to a pupil's disability, so the pupil is not treated less favourably for reasons related to the disability.

## **Marking attendance registers following exclusion**

When a pupil is excluded temporarily, he/she should be marked as absent using Code E.

## **Managed move**

In cases where the Head Teacher and parents agree that the progress of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent has treated the school or members of its staff unreasonably, the Head Teacher may require the parents to remove a pupil

at the end of a term. This is not exclusion and in such cases the Head Teacher may assist the parents in placing the pupil in another school.

### **Removal from the school for other reasons**

The Head Teacher may send a pupil home, after consultation with that pupil's parents and a health professional as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, for a diagnosed illness such as a notifiable disease. This is not exclusion and should be for the shortest possible time.

### **Procedure for appeal**

If parents wish to appeal the decision to exclude, the matter will be referred to the Governing Body and handled through the LA appeal procedure.