



Oakridge Primary School Exclusion Policy

Adopted: Chair of Health and Safety Committee: Next review date:	Sept 20 Mrs K Lincoln Sept 21
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It is the policy of Oakridge Primary School to try to 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).

Purpose of this policy

This policy is designed to briefly outline the School's approach to exclusions within the statutory framework as defined in The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012. It outlines only where the School applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the School.

Principles

1) Exclusion is a sanction used by the School only in cases deemed as serious breaches of the School Behaviour Policy. A student may be at risk of exclusion from School for:

- Verbal or physical assault of a student or adult;
- Persistent and repetitive disruption of lessons and other students' learning;
- Damage to property;
- Use of unacceptable language;
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

2) A Fixed Term Exclusion from the School can only be authorised by the Headteacher. If they are not available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available. The Headteacher may authorise a fixed-term exclusion while not on the school premises, but must then complete all paperwork on his return.

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

- 4) The School seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the School.
- 5) 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 being fully met.

Notification of an Exclusion

- 1) Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.
- 2) In the case of a Permanent Exclusion parents will be notified by the Headteacher in a face-to-face meeting.
- 3) A student who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.
- 4) The School will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the School, parents, if appropriate, and any other appropriate bodies e.g. EWO or the Local Authority. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the School will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following an exclusion, the child will be able to return to School and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.
- 5) 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

All students returning from a Fixed Term Exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and School.

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 the Headteacher may decide to permanently exclude a pupil because of ongoing issues or even for a "one-off" incident.

If a child continues to present unacceptable behaviours the length of time for which they are excluded will be increased. If a child has received three fixed-term exclusions in a term they will then face a two or three-day exclusion followed by a five-day exclusion. Any child facing a subsequent fixed-term exclusion within four weeks of a five-day exclusion risks permanent exclusion on the grounds of persistent unacceptable behaviour.

"One off" incidents that may justify permanent exclusion include:

- Violence towards a member of staff
- Possession of an offensive weapon
- Possession of drugs or other banned substances
- Other offences considered to be a serious breach of school rules or procedures.

If your child has been permanently excluded, be aware that:

- the School's Governors are required to review the Headteacher's decision and you may meet with them to explain your views on the exclusion
- if the Governing Board confirms the exclusion, you 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 the School will inform parents of their right to appeal to the Governing Board 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 chair of the Local School Council.

Internal Exclusions

An internal exclusion can be authorised by any member of the school leadership team, usually, but not exclusively, with the consent of the Headteacher. Parents must be informed (using the letter in Appendix 1) and a log made on the school's data system (SIMS).

Internal exclusions are used when unacceptable behaviour in class has moved to a level that cannot be dealt with through the sanctions of the schools behaviour policy.

Children who continue to disengage, will be sent to the next most senior member of staff (usually the DHT). At this point a decision will be made as to whether this child needs more support (from behaviour support or through a personal behaviour plan). The option of an internal exclusion would be for any misdemeanour that was deemed to be unacceptable, but not worthy of a fixed term exclusion. Staff must ensure that children understand that consistent internal exclusions would lead to a fixed term exclusion if there was no improvement in behaviour.

Types of behaviour that may merit this sanction would include swearing, unpleasant comments, bullying, damage to school property or defiance. Each case would be judged individually depending on the circumstances and the child's previous record.

Unless it would be felt to have a negative impact on the learning of the class, an internal exclusion would normally be spent in another Year group or in the DHT office. Work will be set by the class teacher. The class teacher and the DHT would decide which sessions are to be missed – these do not necessarily have to follow on immediately and can be held over to fit with the teaching and learning the class are currently engaged in.

Any break or lunch play will be spent inside with a designated adult.

Internal exclusions will last from half a day to two days (in exceptional cases). Repeated internal exclusions would lead to a fixed term exclusion – this would

depend on circumstances, but it would be rare for a third internal exclusion not to be converted to fixed term.

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 Special Educational Needs Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.

Monitoring and Review

- 1) The impact of this policy will be reviewed by the Governing Board
- 2) The Headteacher will provide the Governing Board with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.
- 3) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.