



# St Peter & St Paul

CofE Primary School

## Exclusions Policy

### 2019 - 2022

(This policy has been drafted having regard for the school's Christian ethos.)

	Date	Signed
Agreed by Staff:	October 2019	Mr Steve Ginn Head Teacher
Agreed by Governors:	October 2019	Mrs N Ford Chair of Governors
Lead:	Head Teacher/Strategic Leadership Committee	
Review date:	October 2022	

### *Our School Mission Statement*

We see it as our mission to grow the whole child - intellectually, emotionally, physically, socially and spiritually. To provide them, within a Christian environment, with every learning opportunity possible and to empower them to be the leaders of tomorrow.

# Exclusions Policy

## Rationale:

This policy should be read in conjunction with the school's Behaviour and Discipline policy. It 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 a very important aim:

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.

## Aim:

We aim to include, not exclude, and we approach all challenging behaviour in a supportive and positive 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 to never '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 by the school. The physical and emotional health of our children and staff is however our primary concern and we therefore accept that, in some rare situations, exclusion may be necessary if all other strategies have been exhausted.

## What is exclusion?

Exclusion is a disciplinary measure which the Head Teacher of a school can use to deal with serious misbehaviour. When a pupil is excluded from school, he or she may be removed from ordinary lessons or ordered not to return for a set number of days. By law only the Head Teacher or the designated acting Head Teacher can exclude a pupil from school.

Children can only be excluded if they have seriously broken school rules, continue to disrupt school lessons or if the school sees the child's presence or behaviour as a threat to others.

If the pupil has special educational needs then the school must take these into account before deciding if exclusion is the best course of action.

## Guidance:

The Governors have agreed to follow the Suffolk County Council Policy on Exclusions.

The decision to exclude a pupil will be taken in the following circumstances:

- 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.
- The pupil breaks school rules

Exclusion is an extreme sanction and is only administered by the Head Teacher (or, in the absence of the Head Teacher, the member of the Senior Leadership Team 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 Behaviour Policy:

- Unacceptable behaviour that has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour;
- Verbal or physical abuse of other pupils or school staff;
- Aggression towards other pupils leading to the possibility of physical or emotional harm;
- Indecent behaviour.

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

### **General Factors the School Considers Before Deciding 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 Head Teacher will:

- Ensure appropriate investigations have been carried out;
- Consider all the evidence available to support the allegations taking into account the school policies;
- Allow the pupil to give her/his version of events;

- Check whether the incident may have been provoked.

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

### **Fixed Period Exclusions:**

The Head Teacher may decide to exclude a pupil for a 'fixed' period as a result of a breach of School Rules or the School's Code of Conduct.

This cannot be for more than 45 days in any one school year.

Examples may include:

- Persistently poor behaviour in and/or out of class
- An accumulation of disruptive incidents such as insolence to staff
- Unacceptable language
- Intimidation of others
- Disruption of lessons

In particular the Head Teacher will consider the background to a pupil's behaviour, including previous sanctions, where for example a specific incident does not itself merit a fixed period exclusion.

If the Head Teacher excludes a pupil for a fixed period:

- The Head Teacher will inform the parents promptly, of the exclusion, its length and the specific reason for it. These details must be set out in a letter to the parents which will also provide full details of all the relevant circumstances and information on the parents' right to appeal.
- The Head Teacher will inform the Chair of the Governing Body (or the Vice Chair in his/her absence) of the exclusion and the reason for it. The Governing Body as a whole will be informed of the exclusion at its next meeting.
- The Head Teacher will inform the Suffolk Education Authority in writing, either by e-mail or a letter.

All fixed period exclusion letters should specify the return date to school and the pupil must return to school on that date.

The Head Teacher will arrange a reintegration interview with parents during or following the expiry of any fixed period exclusion. If such an interview cannot be arranged in time or the parents do not attend, the fixed period exclusion must not be extended.

The school is responsible for the setting and marking of work, during the fixed period exclusion, if this is for more than one day.

### **Permanent Exclusion:**

The Head Teacher may decide to exclude a pupil permanently following a series of fixed term exclusions or as a result of a single, very serious incident or breach of School Rules or the School's Code of Conduct.

Examples, which are not intended to be exhaustive, may include:

- Physical violence against a member of staff or another pupil
- Sexual abuse or assault
- Carrying an offensive weapon
- Theft
- Aggressive physical or verbal bullying or cyber bullying
- Supplying an illegal drug

A fuller list of descriptors of reasons for exclusion can be found in Appendix A to this policy.

Permanent exclusion will only be used as a last resort, when all other reasonable steps have been taken and when allowing the pupil to remain in the school would be seriously detrimental to the education or welfare of staff and pupils.

The school should consider whether or not to inform the police in situations where a criminal offence may have taken place. They should also consider whether to inform other agencies such as Social Workers or Youth Offending Teams.

If the Head Teacher permanently excludes a pupil:

- The Head Teacher will inform the parents promptly of the exclusion and the specific reason for it. These details must be set out in a letter to the parents which will also provide full details of all the relevant previous sanctions and fixed period exclusions. It will inform parents

of their right of access to school curricular records on the pupil and by request, other educational records. It will also inform parents that a meeting of the Pupil Discipline committee will be convened within 15 school days and of their right to make representation at that time to that Committee. They will also be informed of their right to bring a representative and/or friend with them to the meeting. This meeting will be minuted by an independent clerk and will usually be attended by the County Inclusion Coordinator. The letter will also explain how the parents may appeal. More information on the role and responsibilities of the Pupil Discipline Committee is attached to this policy as Appendix B.

- The Head Teacher will also inform parents that for the first five school days of an exclusion (or until the start date of any alternative provision where this is earlier) parents are legally required to ensure that their child is not present in a public place during school hours without reasonable justification, and that parents may be given a fixed penalty notice or prosecuted if they fail to do so.
- The Head Teacher will inform the Chair of the Governing Body (or the Vice Chair in his/her absence) of the exclusion and the reason for it. The Governing Body as a whole will be informed of the exclusion at its next meeting.
- The Head Teacher will inform the Suffolk Education Authority of the exclusion in writing, either by e-mail or by letter.
- At its meeting, the Pupil Discipline Committee will independently review the decision to exclude. They will consider any written or oral submissions which the Head Teacher and parents choose to make as well as any submissions from the County Inclusion Coordinator. Following the consideration of the provided information, the Pupil Discipline Committee will determine whether everything possible has been done to keep the child in school and can either elect to uphold the exclusion or order that the pupil be reinstated either immediately or at a specified later date. The parents/carers of the child will be informed of the Pupil Discipline Committee's decision without delay.
- Following the decision of the Pupil Discipline Committee, a case conference will be called by Suffolk Education Authority to consider the future of the pupil. The school and the parents will be invited to attend.

### **Support following Exclusion:**

The effect of any form of exclusion can be traumatic on the pupil and parent especially if the exclusion is permanent. If any type of exclusion is implemented then careful thought will be given to support:

- The pupil in order to obtain positive behavioural modifications on returning to school through the encouragement and counselling of the appropriate staff;
- The parents in understanding the reasons for the exclusion, the implications of the exclusion and the strategies and support that their child will receive on returning to school.

### **Monitoring**

The Head Teacher keeps a record of any pupil who is suspended for a fixed period, or who is permanently excluded.

It is the responsibility of the Governing Body to monitor the rate of suspensions and exclusions and to ensure that the school policy is administered fairly and consistently.

### **Period of Review:**

This policy will be reviewed every three years.

## **Appendix A**

This list provides descriptors of reasons for exclusions and the main reason for exclusion should always be used on the electronic reporting form. The list is not exhaustive.

### **Physical assault against pupil:**

- Fighting
- Violent behaviour
- Wounding
- Obstruction and jostling

### **Physical assault against adult:**

- Violent behaviour
- Wounding
- Obstruction and jostling

### **Verbal abuse/threatening behaviour against pupil:**

- Threatened violence
- Aggressive behaviour
- Swearing
- Homophobic use of language
- Verbal intimidation
- Carrying an offensive weapon

### **Verbal abuse/threatening behaviour against adult:**

- Threatened violence
- Aggressive behaviour
- Swearing
- Homophobic use of language
- Verbal intimidation
- Carrying an offensive weapon

### **Bullying:**

- Verbal bullying
- Physical bullying
- Homophobic bullying
- Racist bullying

### **Racist abuse:**

- Racist taunting and harassment



- Derogatory racist statements
- Swearing that can be attributed to racist characteristics
- Racist graffiti

**Sexual misconduct:**

- Sexual abuse
- Sexual assault
- Sexual harassment
- Lewd behaviour
- Sexual bullying
- Sexual graffiti

**Drug and alcohol related:**

- Possession of illegal drugs
- Inappropriate use of prescribed drugs
- Drug dealing
- Smoking
- Alcohol abuse
- Substance abuse

**Damage:**

- Vandalism
- Arson
- Graffiti

**Theft:**

- Stealing school property
- Stealing personal property
- Stealing from local shops on a school outing
- Selling and dealing in stolen property

**Persistent disruptive behaviour:**

- Challenging behaviour
- Persistent disobedience

Persistent violation of school rules

## Appendix B - The role of the Pupil Discipline Committee and procedures (DfE Section 6)

Composition of Pupil Discipline Committee:

A Discipline Committee will have at least three members.

No governor should serve on a Discipline Committee who has been consulted over the exclusion, or was present at or involved in any way in the exclusion incident.

Responsibility of the Pupil Discipline Committee with regards to meetings:

No of days exclusion in term	4 or fewer	5 to 15	more than 15 in one term	pupil will miss public exam	<b>Permanent exclusions.</b>
Parents have the right to make written representations	Yes	Yes	Yes	Yes	Yes
Parents have the right to meet with governors	No. Meeting entirely at governors' discretion	Yes if parents request	Yes. Governors must meet parents and the child	Yes. Governors must meet	Yes. Governors must meet
Timescale for meeting	None	50 school days	15 school days	15 school days where possible before the exam	15 school days
Reinstatement possible	No	Yes	Yes	Yes	Yes

It is the role of the Pupil Discipline Committee to consider the decision of the Head Teacher, who alone has the power to exclude. It follows that the governing body has no power to increase the severity of an exclusion, for example by extending the period of a fixed period exclusion or converting a fixed term exclusion into a permanent.

The Discipline Committee must invite:

- The parent, who could be accompanied by either a friend or legal representative
- The Head Teacher
- The pupil, who should be enabled and encouraged, to attend the meeting and to speak.

## Document History

<b>Version</b>	<b>Date</b>	<b>Comments</b>
Issue 1	November 2013	Drafted by Head Teacher and Policies Subcommittee
Issue 2	November 2016	Reviewed by HT and SLC Committee and adopted in same format (in line with SCC guidance).
Issue 3	October 2019	Reviewed by HT and SLC Committee and adopted in line with current SCC guidance