



**THE FEDERATION OF
LOWER HALSTOW & NEWINGTON CEP SCHOOLS**

EXCLUSIONS POLICY

Approved	Coordinator	Review Date
June 2013	L&D	Summer 2015

Rationale

This policy, which is an appendix of the Lower Halstow and Newington CEP School Behaviour & Anti Bullying 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) 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) To realise the aim of reducing the need to use exclusion as a sanction.

Introduction

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

- (a) In response to a serious breach of the School's Behaviour Policy;
- (b) If allowing the student to remain in School would seriously harm the education or welfare of the student or others in the School.

Exclusion is an extreme sanction and is only administered by the Executive Headteacher (or, in the absence of the EHT, the Head of School, 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 to Staff and others
- _ Verbal abuse to students
- _ Physical abuse to/attack on Staff
- _ Physical abuse to/attack on students
- _ Indecent behaviour
- _ Damage to property
- _ Misuse of illegal drugs
- _ Misuse of other substances
- _ Theft
- _ Serious actual or threatened violence against another student or a member of staff.
- _ Sexual abuse or assault.
- _ Supplying an illegal drug.
- _ Carrying an offensive weapon.
- _ Arson.
- _ 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 Executive Headteacher makes the judgment that exclusion is an appropriate sanction.

Exclusion procedure

Most exclusions are of a fixed term nature and are of short duration (usually between one and three days).

The DfE regulations allow the Executive Headteacher to exclude a student for one or more fixed periods not exceeding 45 school days in any one school year.

The Governors have established arrangements to review promptly all permanent exclusions from the Schools and all fixed term exclusions that would lead to a student being excluded for over 15 days in a school term or missing a public examination. (In relation to procedural matters pertaining to the composition and operation of the Governors' Pupil Discipline Committee, the Governing Body has agreed to adopt the procedural guidelines prepared by KCC.)

The Governors have established arrangements 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 sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LEA 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 a member of the Senior Management Team, the Executive Headteacher of Year and other staff where appropriate.

The School will continue to monitor the pupil behaviour on return to school and will communicate with the Parent/Carer on a regular basis and involve Outside Agencies to support re-integration.

If the fixed term exclusion is greater than five days or an accumulation of exclusions exceed five days, a Pastoral Support Plan will be drawn up. This needs to be agreed with the School, student and parents.

Due to the severity of the incident and because of practical or logistical constraints, a Fixed Term exclusion will result in the student being required to remain at home.

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. The school will supply appropriate work to be completed during the period and returned for marking on the day of re-integration.

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) or repeated possession and or use of an illegal drug on School premises.

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 student for a first or 'one off' offence. These might include:

- _ Serious actual or threatened violence against another student or a member of staff.
- _ Sexual abuse or assault.
- _ Supplying an illegal drug.
- _ Carrying an offensive weapon *.
- _ Arson.

The School will consider police involvement for any of the above offences.

* 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."

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 student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the Executive Headteacher will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the Pupil Behaviour Policy, 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 or sexual harassment.

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

Exercise of discretion

In reaching a decision, the Executive Headteacher will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate.

In considering whether permanent exclusion is the most appropriate sanction, the Executive Headteacher will consider

- a) the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Behaviour Policy and
- b) the effect that the student remaining in the School would have on the education and welfare of other students and staff.

Nonetheless, in the case of a student 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 a permanent exclusion.

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

Executive Headteacher/Head of School's decision to exclude. This Committee will require the Executive Headteacher/ Head of School to explain the reasons for the decision and will look at appropriate evidence, such as the student's School record, witness statements and the strategies used by the School to support the student prior to exclusion.

Alternatives to Exclusion

Lower Halstow and Newington CEP School work very closely with the Specialist Teacher Service and would look to enlist support and advice from the team at the earliest opportunity in order to negate the need for Exclusion. Both schools' endeavour to work in partnership with parent/carers in order to modify behaviour appropriately.

Alternative strategies to exclusion are included in the Behaviour & Anti Bullying Policy. The School works closely with the Local Authority and other primary schools to undertake managed moves where such a course of action would be of benefit both to the student 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.

Lunchtime Exclusion

Students whose behaviour at lunchtime 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 or a work experience placement is subject to the School's Behaviour Policy. Poor behaviour in these circumstances will be dealt with as if it had taken place in School. For behaviour outside School but not on school business this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. If students' behaviour in the immediate vicinity of the School or on a journey to and from school is poor and meets the School criteria for exclusion then the Executive Headteacher may decide to exclude.

Drug Related Exclusions

In making a decision on whether or not to exclude for a drug-related offence the Executive Headteacher will have regard to the School's published policy on drugs and will also seek advice from the LA's Drugs Education Advisor. The decision will depend on the precise circumstances of the case and the evidence available.

In some cases fixed term exclusion will be more appropriate than permanent exclusion. The Executive Headteacher will make a judgment set against the criteria in the school's Drugs Policy

Policies linked to this Policy

- ❖ Complaints policy
- ❖ Exclusion Policy
- ❖ Behaviour Policy
- ❖ Confidentiality Policy
- ❖ Inclusion Policy
- ❖ Drugs Policy
- ❖ The teaching of Citizenship and PSHE Education
- ❖ The recording of racial incidents
- ❖ E-Safety
- ❖ Child Protection

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