



# ***Exclusion Policy***



<b>Written by</b>	<b>Julia Sherlock</b>
<b>Reviewed by Governors</b>	<b>February 2020</b>
<b>Date for Review</b>	<b>February 2021</b>
<b>Signed – Governor</b>	<b>Marie Willan</b>
<b>Signed – Headteacher</b>	<b>Julia Sherlock</b>

## **Eastbrook Primary Academy**

### **1. Introduction**

1.1 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 student to remain in school would seriously harm the education or welfare of the pupil or others in the school.

1.2 Exclusion is an extreme sanction and is only administered by the headteacher (or, in the absence of the headteacher, the member of the Senior Leadership Team who is acting in that role).

1.3 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 which has previously been reported and for which sanctions and other interventions have not been successful in modifying the pupil's behaviour – for example persistent high level (Stage 4) Behaviour
- Aggression towards other pupils or school staff, leading to physical or emotional harm or the possibility of harm (severity of actions would be taken into consideration)
- Indecent behaviour (Brooks Traffic Light Tool would be used to help identify age-appropriate behaviour)
- Leaving the school grounds without permission
- Serious physical, verbal or cyber bullying, including prejudice-based bullying
- High level vandalism

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

### **2.Exclusion procedure**

2.1 Most exclusions are of a fixed term nature and are of short duration. The DfE regulations allow the headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

2.2 The Governors have established arrangements to review promptly all permanent exclusions from the school 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.

2.3 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.

2.4 Following exclusion parents are contacted immediately where possible. A letter will be handed to the parent or 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 as directed in the letter (See Appendix 1 – sample exclusion letter)

2.5 The headteacher informs the Local Authority and the governing body about any permanent exclusion and about any fixed-term exclusions beyond five days in any one term.

2.6 The governing body itself cannot either exclude a child or extend the exclusion period made by the headteacher.

2.7 The governing body has a discipline committee which is made up of between three and five members. This committee considers any exclusions appeals on behalf of the governors.

2.8 When an appeals panel meets to consider an exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents and the LA and consider whether the child should be reinstated.

2.9 If the governors' appeals panel decides that a child should be reinstated, the headteacher must comply with this ruling.

2.10 A reintegration meeting will be held following the expiry of the fixed term exclusion; this will involve a member of the Senior Management Team and other staff where appropriate. During this meeting a staff member, the pupil and parent/s will sign a Behaviour Contract which outlines expectations with regards to future conduct.

2.11 During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/guardians.

2.12 Work will be provided by the class teacher.

### **3. Permanent Exclusion**

The decision to exclude a student permanently is an extremely serious one. There are two main types of situation in which permanent exclusion may be considered:

1. The 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.
2. When an extremely serious incident has occurred. If a criminal act has been committed, the school will involve the police in any such offence.

### **4. General factors the School considers before making a decision to exclude**

4.1 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 pupil either permanently or for a fixed period the headteacher 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 student to give her/his version of events
- Check whether the incident may have been provoked

If the 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.

Further information is available in the DfE's statutory guidance on school exclusion

*<https://www.gov.uk/government/publications/school-exclusion>*