

# HADLEIGH INFANT & NURSERY SCHOOL



## Exclusion Policy

**2020-2022**

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<b>Other related policies</b>	<b>SEND Complaints Keep Children Safe in Education 2020</b>
<b>Other paperwork attached</b>	

### Version History Log for this document

<b>Version</b>	<b>Date Published</b>	<b>Details of key changes from previous version</b>
<b>2</b>	September 2020	Other related policies linked to the policy.
<b>1</b>	March 2018	New Policy formed.

## **Background**

This 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:

- The first is 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;
- The second is to realise the aim of reducing the need to use exclusion as a sanction.

This policy is based on the statutory guidance from the Department from Education: Exclusion from maintained schools, academies and pupil referral units in England.

## **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 Head Teacher. 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:

- Serious actual or threatened violence against another student or a member of staff
- Indecent behaviour
- Sexual abuse or assault
- Carrying an offensive weapon
- Serious damage to property
- Arson

- Theft
- Misuse of illegal drugs
- Misuse of other substances
- Supplying an illegal drug
- 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 Head Teacher makes the judgment that exclusion is an appropriate sanction.

## **Types of Exclusion**

### **Internal Exclusion**

A child is retained in school but will work away from their classroom, supervised and supported by an appropriate adult at all times. Breaks and lunch for an internally excluded pupil will be taken separately from other children. Appropriate work is expected to be completed by the child during an internal exclusion, supported by the supervising adult as necessary. Internal exclusion can only be authorised by the Head Teacher or the Assistant Head Teachers.

*This type of exclusion is not recorded on a child's permanent school record.*

### **Fixed-term Exclusion (including lunchtime exclusion)**

A child is excluded from the school for a fixed period of time. Work will be provided by the school. This work must be completed by the child and returned to school, where it will be marked in the usual manner.

Upon return to school, an official reintegration meeting must take place to maximise the likelihood of a successful reintegration for the child. Fixed-term exclusion can only be authorised by the Head Teacher.

*This type of exclusion is recorded on a child's permanent school record.*

### **Permanent Exclusion**

A child is permanently excluded from the school. Permanent exclusion can only be authorised by the Head Teacher.

*This type of exclusion is recorded on a child's permanent school record.*

## **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 Head Teacher 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 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.

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 and other staff where appropriate.

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/carers. Records relating to exclusions will be stored confidentially.

Every effort is made to keep children in school. With the exception of a serious incident, exclusion is only considered after the hierarchy of behaviour management steps has proven unsuccessful in addressing the behaviour(s). Exclusion may be in response to:

- 1) extreme forms of misbehaviour such as violence, aggression, vandalism, bullying
- 2) persistent refusal to comply with school rules and adult instructions,
- 3) behaviour which results in the teacher being unable to teach; having a detrimental effect on the learning of others.
- 4) behaviour which puts at risk the health and safety of the child, other children, staff or visitors.
- 5) malicious accusations against members of school staff.

## **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.

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.

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
- Behaviour which poses a significant risk to the child's own safety

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

In reaching a decision, the Head Teacher 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 Head Teacher 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
- b) The effect that the student remaining in the school would have on the education and welfare of other students and staff.

## **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 pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Head Teacher will:

- Explore a managed move option or a placement at the Nurture Group
- Ensure appropriate investigations have been carried out
- Consider all evidence available to support the allegations taking into account the Behaviour Policy, Equal Opportunity and Race Equality Policies.
- Allow the pupil to give her/his version of events.
- Explore the wider context, taking into consideration how much the incident may have been provoked (for example by bullying or by racial or sexual harassment).

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