



St Nicholas Priory CEVA Primary School

Exclusions Policy

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 pupil 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 Deputy Headteacher who is acting in that role, in discussion with the BIC Manager). 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 pupils
- ✓ Bullying
- ✓ Physical abuse to/attack on staff
- ✓ Physical abuse to/attack on pupils
- ✓ Indecent behaviour
- ✓ Damage to property
- ✓ Misuse of illegal drugs
- ✓ Misuse of other substances
- ✓ Theft
- ✓ Serious actual or threatened violence against another pupil or a member of staff
- ✓ Sexual abuse or assault
- ✓ Supplying of or possession of 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 pupils' behaviour.
- ✓ E-cigarettes/vaporisers and any smoking paraphernalia

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



St Nicholas Priory CEVA Primary School

2 Rationale

2.1 This policy is an appendix of a redrafted Behaviour Policy and 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.

3 Exclusion Procedure

3.1 Most exclusions are of a fixed term nature and are of short duration (usually between one and three days). The DofE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

3.2 The Governors have established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination.

3.3 The Governors and Senior Leadership Team have established arrangements with the Local Authority to review fixed term exclusions which would lead to a pupil being excluded for over five days and made arrangements for working in partnership with the area behaviour partnership to provide for education on the sixth day.

3.4 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 and Parents have a right to make representations to the Governing Body as directed in the letter.

3.5 A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve members of the Senior Leadership Team, the BIC team and other staff, where appropriate.

3.6 It is school practice to have a readmission meeting with the parents and, where it is deemed necessary a Support Plan will be drawn up. This needs to be agreed with the school, pupil and parents.

3.7 Whenever a fixed term exclusion is considered there will always be the opportunity to take the form of an "internal" exclusion, with the pupil being internally excluded and placed with the Isolation Facility. However, in some circumstances, either because of the severity of the incident or because of practical or logistical constraints, such an exclusion will result in the pupil being required to remain at home.



St Nicholas Priory CEVA Primary School

3.8 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. Work is sent home by the BIC team, as appropriate.

4 Permanent Exclusion

4.1 The decision to exclude a pupil 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 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 pupil for a first or "one off" offence. These might include:
 - Serious actual or threatened violence against another pupil or a member of staff
 - Sexual abuse or assault
 - Supplying an illegal drug
 - Carrying an offensive weapon*
 - Arson
 - Supply and possession of illegal drugs of any amount

** 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."*

4.2 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 wellbeing of the school.

5 General Factors the School Considers Before Making a Decision to Exclude

5.1 Exclusion will not be imposed instantly unless there is an immediate threat to the safety or wellbeing of others in the school or the pupil 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 Behaviour Policy.
- ✓ Allow the pupil to make a statement of the event



St Nicholas Priory CEVA Primary School

- ✓ Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.

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

6 Exercise of Discretion

6.1 In reaching a decision, the 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.

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

- ✓ The gravity of the incident or series of incidents, and whether it constitutes a serious breach of the school's Behaviour Policy.
- ✓ The effect that the pupil remaining in the school would have on the education and welfare of other pupils and staff.

6.3 Nonetheless, in the case of a pupil 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.

6.4 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 Headteacher's decision to exclude.

This Committee will require the Headteacher to explain the reasons for the decision and will look at appropriate evidence, such as the pupil's school record, witness statements and the strategies used by the school to support the pupil prior to exclusion.

7 Lunchtime Exclusion

7.1 Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period.

7.2 This will be treated as fixed term exclusion and parents will have the same right to gain information and to appeal.

8 Behaviour Outside School

8.1 Pupils' behaviour outside school on school "business" for example, school trips and journeys or away school sports fixtures, is subject to the school's Behaviour Policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in school.



St Nicholas Priory CEVA Primary School

8.2 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 pupil body as a whole. If pupils' 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 Headteacher may decide to exclude.

9 Drug Related Exclusions

9.1 In making a decision on whether or not to exclude for a drug-related offence the Headteacher will have regard to the school's published Drug Policy and will also seek advice from the appropriate outside agencies. The decision will depend on the precise circumstances of the case and the evidence available.

9.2 In some cases fixed term exclusion will be more appropriate than permanent Exclusion depending on circumstances. The Headteacher will make a judgement set against the criteria in the schools Drug Policy.

Adopted by governors on date 11th July 2016

Signed

Name

(On behalf of the Governing Body)

Review date: June 2017