



# Friskney All Saints Church of England Primary School



## Exclusion Policy

*Review Date: September 2022*

## Exclusion Policy

At Friskney All Saints Church of England Primary School we believe in the concept of lifelong learning and the concept that both children and adults learn new things every day. We maintain that learning should be engaging and inclusive and an enjoyable experience for everyone; it should be fun. Through our teaching we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their future lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

**Our Christian values we hold as a school permeate throughout all areas of school life.**

The Governors and the Headteacher of Friskney All Saints Church of England Primary School are committed to the promotion of good behaviour through our school values so that all pupils are able to follow the curriculum and achieve their full potential. Exclusion is the most drastic step that the school can take because it runs against our commitment to inclusion. It is therefore used sparingly for the most serious cases of unacceptable behaviour:

- to protect the education or welfare of the pupil or others
- to support school discipline
- to act as a clear statement to all pupils that certain behaviour is unacceptable
- to ensure that parents/carers know of the behaviour and are involved in controlling it.

**Only the Executive HeadTeacher (or in his absence the Head of School or SENCO) may exclude a pupil.**

### Types of Exclusion.

- Fixed Term - when the pupil's date of return is decided in advance of the exclusion and the parents/carers are told in advance the reason and the date on which the pupil is expected to return to the school. The Headteacher can exclude a pupil for up to **45 days** in any one school year.

- Lunchtime exclusion can be given for disruptive behaviour during lunch hours.
- Permanent Exclusion: - when a pupil who presents a significant Health and Safety risk is not allowed to return to the school. Permanent Exclusion is usually the final step in the process for dealing with disciplinary offences. It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the pupil. The Headteacher can decide that a fixed term exclusion will be made permanent.

## **Reasons for Exclusion.**

Disruptive and / or dangerous behaviour

- Offensive language – racist, sexist, swearing – to staff and/or pupils
- Physical violence to staff and/or pupils
- Unwillingness to accept sanctions
- Persistent bullying
- Leaving school premises without permission
- Damage to property – vandalism, arson, theft
- Substance abuse – tobacco, alcohol, drugs, solvents.
- Inappropriate sexualised language or behaviour towards staff or pupils

*This should not be taken to be an exhaustive list of reasons*

**Exclusion is not appropriate for dealing with minor behaviour incidents or poor educational performance.**

## **Avoiding Exclusion.**

At Friskney All Saints Church of England Primary School staff use a range of strategies to avoid the need for exclusion.

These include:

- Alternative sanctions and reward systems.
- Interviewing the pupil and the parents/carers.
- Identifying special educational needs.
- Issuing warnings and consequences.
- Drawing up a Pastoral Support Plan
- Consulting with BOSS and other support agencies.
- Time out from class.

## **Pre Exclusion.**

Before reaching a decision to exclude, the Headteacher:

- considers all the relevant facts and available evidence to support the allegations made, taking into account the school's Values, Behaviour and Equal Opportunities Policies and the need to apply them consistently;
- listens to the pupil's version of events;
- checks whether the incident may have been provoked;
- consults witnesses and relevant staff.

If the Headteacher is satisfied, on the balance of probabilities, that the pupil did what is alleged and that exclusion is the appropriate sanction, the Headteacher excludes the child.

## **When a pupil is excluded.**

Once the Headteacher excludes a pupil, the parents/carers are notified immediately. Within one school day, a letter follows to inform the parents/carers of

- the reasons for the exclusion;
- the nature and length of the exclusion;
- the name and contact number of the Local Authority officer who can provide advice on the
  - exclusions process;
  - how the parents/carers can make representations about the exclusion to the Discipline Committee of the School Governors.

## **The Discipline Committee.**

The Discipline Committee, comprising three of the school governors, meets following an exclusion as required by law to review the exclusion and to hear representations from parents/carers. The Headteacher is not a member, but is entitled to be represented. The Clerk to the Discipline Committee makes detailed minutes which can be used later at an Independent Appeals Panel.

The Headteacher must inform the Discipline Committee and the Children, Young People and Families Directorate (Local Authority) of the type and length of an exclusion within one day of making the order to exclude.

### **Meetings of the Discipline Committee.**

A meeting will take place if parents/carers appeal against exclusions of 5 days or more. The Committee will ensure that the correct procedures have been followed, but cannot direct reinstatement of the child.

Parents/carers can appeal against exclusions of 5 to 15 days for which the Committee must meet from 6 to 50 days after the order to exclude. The Committee can direct reinstatement.

Where an exclusion is permanent or for more than 15 days the Committee must meet in 6 - 15 days from the order to exclude. The parents/carers, the Headteacher and a representative of the Local Authority must be invited to attend. The Committee considers written evidence clearly attributed and signed and may call witnesses to the incidents which caused the exclusion. The Headteacher attends the meeting to clarify points and answer questions relating to events leading to the exclusion. The representative of the Local Authority advises on arrangements for the continuing education of the child if exclusion is upheld or support for the child during the period of reinstatement. The Discipline Committee members only make the decision to uphold the exclusion or to reinstate the child. Parents/carers and others attending are asked to withdraw whilst the decision is taken.

### **Within one school day the Clerk to the Discipline Committee writes to the parents/carers to inform them of:**

- the decision of the Discipline Committee to uphold the exclusion or to reinstate the child and the reasons for making it along with the address of the Clerk to the Independent Appeals Panel of the Local Authority should they
  - wish to make an appeal against the decision of the Discipline Committee
  - the date by which the appeal should be lodged to the Independent Appeals Panel, up to 15 school days after they receive the Discipline Committee's decision in writing.

Minutes of the Discipline Committee meetings are confidential, but will be forwarded to Independent Appeals Panels of the Local authority.

In exceptional cases further appeals may be heard in Judicial Reviews in the High Court.

### **The Education of excluded pupils.**

When a pupil is excluded for more than a day, work is set and marked by school staff. If a pupil is excluded for more than 15 consecutive days the Headteacher plans how the pupil's education will continue during the period of exclusion, how the pupil's problems can be addressed and makes arrangements for the pupil's reintegration into school at the end of the exclusion.

### **Reintegration into school.**

The Headteacher convenes a planning meeting to make the necessary preparations for the pupil's return to school after a prolonged exclusion. Parents/carers are invited. A Support Plan, which may include the provision of additional support, may be drawn up if necessary with targets and a review date.

### **Reintegration into another school or educational setting.**

If parents/carers apply to an Independent Appeals Panel, an Individual Reintegration Action Plan is finalised at a Post Exclusion Case Conference. The plan will, wherever possible, include steps to be taken to assess and integrate the pupil into a new setting. The Education Officer allocated to the pupil is responsible for this plan.