



MARTON-CUM-GRAFTON
CE VA PRIMARY SCHOOL

Exclusion Policy

This policy has been reviewed by School Governor: Mrs M L Thirlaway

The Governing Body approved the policy: May 2016

The policy will be reviewed: Annually

It is the policy of Marton cum Grafton Primary School to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion (see Behaviour Policy).

Purpose of this policy

This policy is designed to briefly outline the school's approach to exclusions within the statutory framework as defined in the *The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012*. It outlines only where the school applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the school.

Principles

1) Exclusion is a sanction used by the school only in cases deemed as serious breaches of the School Behaviour Policy. A student may be at risk of exclusion from school for:

- Verbal or physical assault of a student or adult;
- Persistent and repetitive disruption of lessons and other students' learning;
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

2) A Fixed Term Exclusion from the school can only be authorised by the Headteacher or one of the Deputy Headteachers acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

ASPIRE • BELIEVE • ACHIEVE

3) In the case of a Permanent Exclusion this can only be authorised by the Headteacher and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Headteacher of the school.

4) The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.

5) The school regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of an Exclusion

1) Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.

2) In the case of a Permanent Exclusion parents will be notified by the Headteacher in a face-to-face meeting.

3) A student who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.

4) The school will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the school, parents, if appropriate, and any other appropriate bodies e.g. School Home Support Practitioner, Attendance Service or the Local Authority. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the school will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following an exclusion, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.

5) The Chair of Governors, LA Inclusion Officer and relevant school staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

Students Returning from a Fixed Term Exclusion

All students returning from a Fixed Term Exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school.

Permanent Exclusions

A school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a headteacher may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

If your child has been permanently excluded, be aware that:

- the school's governing body is required to review the headteacher's decision and you may meet with them to explain your views on the exclusion
- if the governing body confirms the exclusion, you can appeal to an independent appeal panel organised by the local authority
- the school must explain in a letter how to lodge an appeal
- the local authority must provide full-time education from the sixth day of a permanent exclusion

Appeals

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Clerk to the Governors.
Attendance Policy.

Relationship to other school policies

The Exclusion Policy should be read in tandem with the school's Behaviour Policy as well as other relevant school policies, particularly the Inclusion Policy, Special Educational Needs Policy and the Equality & Diversity Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.

Monitoring and Review

- 1) The impact of this policy will be reviewed by the governors' Curriculum & Standards Committee
- 2) The Headteacher will provide the Committee with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.
- 3) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.

Managing the Exclusion process: Checklist

Please use this checklist alongside the DfE guidance and the LA exclusion summaries for Headteachers and Governors

Pre exclusion: ask the LA for advice and, if in any doubt, consider fixed term exclusion pending further consideration, maintaining the right to make the exclusion permanent

Organisation following the exclusion – again, contact LA with any queries

- Immediate notification to parents/carers – type, length, reasons for exclusion (use model letter)
- Notification to Local Authority use appropriate notification form – within 1 school day or immediate if permanent
- Refer to Behaviour Collaborative or EMS if permanent exclusion or notify Home LA if not North Yorkshire
- Refer to Local Prevention Service to support family through the process (permanent exclusions only)
- If SEN statement, contact the SENO for permanent exclusion to initiate interim review (multiple fixed term exclusions too)
- Carry out any on-going investigations – adult and pupil witnesses, excluded pupil statement, parental/carer viewpoint
- Offer the parents/carers access to the CAF process
- Make arrangements for setting and marking work for the first 5 days
- Make arrangements for educational provision from day 6 – if fixed term (LA arranges when permanent) – inform parents
- Notify clerk to governors and check that they are up to speed with their role: ‘Clerking A Pupil Discipline Committee’ (doc)
- Notify governors & arrange meeting of Pupil Discipline Committee (3), pupil, parents/carers, LA* - mutually convenient time
- Produce Headteacher report & gather all relevant documentation
- Circulate documentation, with agenda and list of those attending 5 school days prior to meeting – paper copies to parents
- Encourage excluded pupil and parents to attend the meeting
- * Academies do not have to invite LA – parents can request LA representation at meeting, speak if panel requests

Documents- to be distributed - all parties must receive the same information

History of Challenging Behaviour/Provision – especially important if persistently challenging behaviour

- Record or plan of current provision/interventions/strategies/targets: IPM, IEP, or Risk Assessment
- Record and impact assessment of provision over time: Inclusion Passport
- Incident/response/rewards log
- Whole school provision map for behaviour

Records/reports related to the incident/exclusion

- Headteacher’s report – reason for the exclusion and the case behind this
- Statement from the excluded student – signed and dated – with Prevention Service support if necessary
- Witness statements from staff and students, LA pro forma available (if good reason for doing so, student versions can be anonymised prior to circulation, with signed, dated versions kept on file

- may be required at Independent Review Panel)

Local Authority Statement of Case – the exclusion in how it relates to the guidance

Policies (or sections of policies) - as relevant to the specific exclusion/student

E.g. Behaviour/exclusion, SEND, Anti-bullying, Drugs, Restrictive Physical Intervention, Single Equalities Scheme

On the day – most of this is for the clerk and governors to organise

Arrange the room so that the pupil and parents do not feel intimidated

Have a spare set of papers available in case family do not bring their set to the meeting

Allow reading time for any papers that have not been circulated prior to the meeting

Only the governors and clerk meet prior to the start of the meeting – everyone else remains outside the room

Allow time for parents to arrive if they are not present at the start – try to contact to remind/check attendance (clerk)

Introduction by the Chair – stick to the agenda with clerk taking notes

Encourage pupil to contribute to the meeting

All leave the room, except clerk, whilst governors deliberate and come to their decision

Outcome can be fed back at the time **and/or** via written notification – same day or second working day if posted

If upheld, the letter of notification must advise on the parents’ right to request an independent review of the decision plus right to request for an SEN expert to be present at the Independent Review Panel for a Permanent exclusion