

**Exclusion Policy**

Our Behaviour policy describes how we 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). Any type of exclusion is seen as a last resort, when all other strategies have not been successful. Reasonable adjustments are made for children with SEND.

**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 *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**

* Exclusion is a measure 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 pupil or adult;

- Persistent and repetitive disruption of lessons and other students’ learning;

- Dangerous behaviour which is deemed outside the remit of the normal range of sanctions.

* A Fixed Term Exclusion from the school can only be authorised by the Headteacher or the Deputy Headteacher acting on her behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.
* 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.
* 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.
* The school monitors the number of Fixed Term Exclusions every half term to ensure that no group of pupils is unfairly disadvantaged and that any underlying needs of individuals are being met as fully as possible.

**Notification of an Exclusion**

1) Parents will be notified as soon as possible of the decision to exclude a pupil 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. LA Behaviour team, school’s Attendance Officer or school’s Safeguarding Officer. 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 following an exclusion, the child will be able to return to school and that through close working together, the child’s behaviour will improve.

5) The Chair of Governors, the LA 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.

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 make an appeal
* the LA 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.

**Relationship to other school policies**

The Exclusion Policy should be read alongside the school’s Behaviour Policy as well as other relevant school policies, particularly the Inclusion 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 Governing Body

2) The Headteacher will provide the Governing Body 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 if there are any changes to the DfE guidance and at least every two years.

 *Last Review: March 2016*

*Next review: Spring 2018*