

Newlands Primary School Exclusion Policy



THE KEMNAL ACADEMIES TRUST
Headteacher: Mr C Markham
Date Adopted: June 2014
Last Review Date: July 2017
To be reviewed: July 2018

A handwritten signature in black ink, appearing to read 'C. Markham', is written over a dotted line.

SIGNED BY CHAIR OF GOVERNORS.....

DATE.....04/09/17.....

NEWLANDS PRIMARY SCHOOL

EXCLUSION POLICY

This policy has been written with due regard to 'Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units – 2008'. It should be seen in the context of our Learning and Teaching Policy and Discipline and Behaviour Policy.

A student may be excluded when 'there is sufficient evidence that a pupil has committed a disciplinary offence and if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school. In these circumstances the pupil may be excluded from school for a fixed period or permanently'.

In most cases permanent exclusion will be the last resort after a range of measures have been tried to improve the pupil's behaviour.

There will, however, be exceptional circumstances where, in the Headteacher's judgement, it is appropriate to permanently exclude a child for a first or 'one off' offence. These might include:

- a) Serious actual or threatened violence against another pupil or member of staff;
- b) Sexual abuse or assault;
- c) Supplying an illegal drug, or
- d) Carrying an offensive weapon.

Regulations allow the Headteacher to exclude a pupil for one or more fixed periods which, when aggregated do not exceed a total of 45 school days in any one school year.

Where a pupil is given a fixed period exclusion of six school days or longer, the school has a duty to arrange suitable full time educational provision from and including the sixth day of the exclusion. Exclusions are only for serious offences.

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Headteacher should:

- Ensure that a thorough investigation has been carried out;
- Consider all the evidence available to support the allegations;
- Allow and encourage the pupil to give their version of events;
- Check whether the incident may have been provoked, e.g. by bullying or by racial or sexual harassment;
- If necessary consult others;
- Keep a written record of the actions taken (and copies of written records made by other members of staff), including any interview with the pupil concerned. Witness statements must be dated and should be signed, wherever possible.

In general Newlands School will exclude from school only in the most extreme circumstances. Fixed term exclusion indicates that a pupil is in real danger of being permanently excluded and in these cases Local Authority involvement and Pupil Committee meetings will be necessary.

At Newlands we operate a stepped approach to on site exclusions. For a first offence where exclusion is believed to be necessary the minimum appropriate number of days will be applied. However, if a pupil offends again, the number of days given will normally be greater than the previous exclusion – subject to consideration of conduct since the previous exclusion.

Length of Fixed Period Exclusions

The regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 days in any one school year. Individual fixed period exclusions should be for the shortest time necessary. When deciding the length of fixed term exclusion the Headteacher should consider:

- The seriousness of the offence;
- Any mitigating circumstances – such as provocation and including whether the student is SEN, disabled or looked after;
- Previous record. We normally appropriate a cumulative approach, with a rising tariff for repeated fixed term exclusion, irrespective of the seriousness of the offence.

Involving Parents

Whenever the Headteacher excludes a pupil, the parent will be notified immediately, ideally by telephone followed up by a letter within 1 school day.

The reintegration meeting with parents will be an opportunity to discuss how best the pupil can return to school.

If the school considers that parental influence could be better brought to bear in improving the behaviour of the pupil who has been excluded, it will be considered whether it may be appropriate to offer a (voluntary) parenting contract.

If the exclusion is the second fixed period exclusion (for serious misbehaviour) within a 12 month period and the parent is unwilling to engage with the school, the local authority may consider applying to the court for a parent order to compel the parent to comply with certain requirements including attendance at parenting classes.

If a parent does not comply with an exclusion, the school will consider whether to contact the Attendance and Behaviour Service and seek the advice of the local authority about available legal remedies.

Pupil Committee

The Governing Body has delegated all its functions to a Pupil Committee. The quorum for a Pupil Committee meeting is 3 members. If any governor has a connection with

the pupil, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she would be asked to step down.

Procedures for reviewing exclusions

Governing Bodies must review all permanent exclusions from their school, and all fixed period exclusions that would result in a pupil being excluded for more than 15 school days in any one term, or missing a public examination.

There is no legal requirement for the Headteacher to inform the governing body of short fixed period exclusions (i.e. those of up to and including 5 school days in total in any one term) as they occur, with the exception of such an exclusion which would result in the pupil missing a public examination.

Procedure for Appeals

Governing Bodies must review fixed period exclusions which would result in the pupil being excluded for more than 5 school days, but not more than 15 school days in any one term, where the parent has expressed a wish to make representations.

The Local Authority makes arrangements for Independent Appeal Panels to hear appeals against permanent exclusions where the governing body upholds the exclusion.

Monitoring

The School will monitor exclusions termly and report on all fixed term and permanent exclusions, this will culminate in 3 Headteacher Reports delivered to both the LGB and Regional Governing Body.

Reviewed: July 2017

To be reviewed: July 2018

Signed: _____
Chair

Date: _____