

Introduction

Alexander Hosea Primary School will follow carefully the procedures set out in law and in statutory guidance ("Exclusion from maintained schools, Academies and pupil referral units in England"-2012) to give clarity and certainty in terms of how it discharges its obligations to parents and ensures fairness and openness in the handling of exclusions.

This policy is an appendix of Alexander Hosea Primary School Behaviour Policy; it deals with the policy and practice which informs the School's use of exclusion. It is underpinned by the shared commitment to the School's core values and aims.

Rationale

Good behaviour is essential to ensure that all pupils can benefit from the opportunities provided by education. Exclusion will only be used as a sanction where it is warranted.

Aim

To ensure the safety and well-being of all members of the School community, and to maintain an appropriate educational environment that supports teaching and learning.

Guidelines

The behaviour of pupils at risk of exclusion is sometimes driven by complex combinations of social, emotional and health problems, so the involvement of external agencies will be involved and a multi-agency assessment considered.

Early intervention will be used to address any underlying causes of disruptive behaviour, including an assessment of whether appropriate provision is in place to support any SEN or disability.

The decision to exclude a pupil will be taken in the following circumstances;

- In response to a serious breach or persistent breaches 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.

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Head, the member of the Senior Leadership Team who is acting in that role) and only on disciplinary grounds.

Exclusion, whether internal, lunch time, 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 Behaviour Policy;

- Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the pupil's behaviour
- Verbal or physical abuse of other pupils or school staff
- Aggression towards other pupils leading to the possibility of physical or emotional harm
- Indecent behaviour

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

Refer to Appendix 1 to see a list of reasons for exclusion

Behaviour outside school could also result in the Exclusion Policy being invoked.

Exclusion procedures

'Informal' or 'unofficial' exclusions, such as sending a child home to 'cool off' are unlawful, regardless of whether the parents are in agreement. Any exclusion of a pupil, even for short periods, will be formally recorded.

Internal Exclusion

This may be used as an alternative to exclusion (in response to a serious breach of behaviour policy) to defuse situations that require a pupil to be removed from class, but not from the school premises.

Lunchtime Exclusion

Pupils whose behaviour is disruptive at lunchtime may be excluded from the school premises for the duration of the lunchtime period (for no longer than a week). Lunch time exclusions are counted as half a school day for statistical purposes and in determining whether a governing body meeting is triggered. Arrangements will be made for pupils who are entitled to free school meals.

Fixed term Exclusion

Most exclusions are of a fixed term nature and are of short duration (between 1-3 days). If longer than 5 consecutive days, suitable full time education will be arranged by the governing body for any pupil of compulsory school age. This provision will begin no later than the sixth day of the exclusion.

The DfE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

The Governors have established arrangements to review:-

- fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination.
- fixed term exclusions which would lead to a pupil being excluded for over five days but not over 15 days in a school term where a parent has expressed a wish to make representations

Whenever a pupil is excluded, the parents will be notified in writing of the period of the exclusion and the reason for it. Parents have a right to make representations to the Governing Body and the LA as directed in the letter. (Appendix 2)

A reintegration meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Leadership Team and other staff where appropriate.

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 or to be present in a public place during school hours without reasonable justification, and that daytime supervision is their responsibility as parents/carers.

Work will be provided by the class teacher.

Permanent Exclusion

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

1. The 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. This would include persistent and defiant misbehaviour including all forms of bullying.

2. When a serious criminal act has been committed. The school will involve the police if deemed appropriate.

The Headteacher will notify the governing body and the Local Authority of:

- a permanent exclusion
- exclusions of more than 5 days (or more than 10 lunch times in a term)
- exclusions involving pupils missing any national curriculum test

The Governors have established arrangements to review promptly all permanent exclusions from the School. Governors are able to reinstate a pupil following a directive to reconsider and must inform parents, the headteacher and LA / home authority.

If a pupil lives outside the LA in which the school is located, the pupil's 'home authority' will be notified immediately.

The LA will be responsible for arranging suitable full time education for the pupil to begin no later than the sixth day of exclusion.

All lunchtime, fixed term and permanent exclusions are entered onto SIMS for statistical purposes.

General factors the School considers before making a decision to exclude

Exclusion will not be imposed instantly unless there is an immediate threat to the safety 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 relevant school policies
- Allow the pupil to give her/his version of events
- Check whether the incident may have been provoked

Take into account the duties under the Equality Act 2010 to ensure there is no discrimination against pupils on the basis of protected characteristics

Pupils with disabilities

Disabled pupils will not be excluded from school because of behaviour or any other reason related to their disability.

Race relations

The school will take steps to ensure a pupil is not discriminated against on racial grounds when making a decision about exclusion.

Looked After Children

We will pro-actively support and co-operate with foster carers and the LA in doing all we can to avoid excluding a looked after child.

Pupils with SEN

The school will have regard to the SEND strategy and do its best to ensure that the necessary provision is made for pupils with identified SEN (on SA, SAP, or statemented), to avoid excluding them.

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.

All exclusion cases will be treated in the strictest confidence. Only those who need to know the details of an exclusion will be informed.

Conclusion

This policy should be read in conjunction with:

The Education Act 2002, as amended by the Education Act 2011

The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012

The Education and Inspections Act 2006

The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007

The Equality Act 2010

Promoting the Educational Achievement of Looked After Children: Statutory Guidance for Local Authorities

Annex A**National standard list of reasons for exclusions**

This list provides descriptors of reasons for exclusions and the main reason for exclusion should be used on the electronic reporting form. The 12 categories should cover the main reasons for exclusions and the 'other' category should be used sparingly. The further detail suggesting what the descriptors cover should be used as a guide and this list is not intended to be used as a tick-list for exclusions. In reaching a decision on whether to exclude, head teachers need to refer to the Department's guidance published in January 2003, entitled *Improving Behaviour and Attendance: Guidance on Exclusion from School and Pupil Referral Units*.

Physical assault against pupil

Includes:

- Fighting
- Violent behaviour
- Wounding
- Obstruction and jostling

Physical assault against adult

Includes:

- Violent behaviour
- Wounding
- Obstruction and jostling

Verbal abuse / threatening behaviour against pupil

Includes:

- Threatened violence
- Aggressive behaviour
- Swearing
- Homophobic abuse and harassment
- Verbal intimidation
- Carrying an offensive weapon

Verbal abuse / threatening behaviour against adult

Includes:

- Threatened violence
- Aggressive behaviour
- Swearing
- Homophobic abuse and harassment
- Verbal intimidation

Carrying an offensive weapon

Bullying

Includes:

- Verbal bullying
- Physical bullying
- Homophobic bullying
- Racist bullying

Racist abuse

Includes:

- Racist taunting and harassment
- Derogatory racist statements
- Swearing that can be attributed to racist characteristics
- Racist bullying
- Racist graffiti

Sexual misconduct

Includes:

- Sexual abuse
- Sexual assault
- Sexual harassment
- Lewd behaviour
- Sexual bullying
- Sexual graffiti

Drug and alcohol related

Includes:

- Possession of illegal drugs
- Inappropriate use of prescribed drugs
- Drug dealing
- Smoking
- Alcohol abuse
- Substance abuse

Damage

Includes damage to school or personal property belonging to any member of the school community:

- Vandalism
- Arson
- Graffiti

Theft

Includes:

- Stealing school property
- Stealing personal property (pupil or adult)
- Stealing from local shops on a school outing
- Selling and dealing in stolen property

Persistent disruptive behaviour

Includes:

- Challenging behaviour
- Disobedience
- Persistent violation of school rules

Other

Includes incidents which are not covered by the categories above, but this category should be used sparingly

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