



# Stocksfield Avenue Primary School

## Exclusion Policy



### Rationale

Good discipline in schools is essential to ensure that all pupils can benefit from opportunities provided by education. At Stocksfield Avenue Primary we try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those designed to avoid issues reaching a point of exclusion (see Behaviour Policy). As all pupils have an entitlement to full-time education, alternative education provision will be arranged following an exclusion.

### Purpose

- To provide a fair system in line with the statutory framework as defined in the “The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012” and “DFE Exclusions from Maintained Schools Document 2012”.
- To have clear guidelines available to staff, governors and parents.
- To support parents and pupils and in the case of a fixed term exclusion facilitate a return to school.
- To make parents aware of the appeal procedures.

### Guidelines

- Only the Head Teacher (or someone acting on behalf of the Head Teacher) can exclude a pupil and this must be for disciplinary grounds.
- Where possible, the Head Teacher will give the pupil an opportunity to present their case before taking the decision to exclude. Taking into account their age and understanding excluded pupils will be enabled and encouraged to participate in all stages of the exclusion process.
- The decision to exclude a child must be lawful, reasonable and fair. Schools have a statutory duty not to discriminate against pupils on the basis of protected characteristics such as disability or race. Schools should give particular considerations to the fair treatment of pupils from groups who are vulnerable to exclusion.
- The Chair of Governors will be the member responsible for the provision of advice and administrative arrangements for the exclusion.
- The Chair of Governors will liaise with the Head Teacher and School Business Manager to ensure that appropriate procedures are followed.
- The circumstances leading up to an exclusion and strategies used to avoid this, including behaviour support programmes and risk assessment plans, must be evidenced in exclusion documentation as well as a detailed account of the incident which led to the exclusion.
- Parents will be fully informed at all times. They will be contacted by telephone on the day of the exclusion and be asked to come to school to collect their child.
- Re-integration into school will be carefully planned with parents and may be on a phased basis.
- Family Support Worker and SENCO will also support families of pupils with EAL (English as an additional language) or SEN.

### Pre-Exclusion Work

- Please refer to the school Behaviour Policy for further guidance.
- If a child is in danger of exclusion, reference should be made to the school Behaviour Policy in order to identify why it has not worked effectively in this case.
- Any pupil whose behaviour is causing concern will have a Risk Assessment Plan (See Appendix 2). This plan aims to identify whether there are any causal factors and intervene early in order to reduce the need for a subsequent exclusion. This will be drawn up by the Deputy Head in

conjunction with the class teacher, pupil and parents. The school Student and Family Support Worker may be asked to become involved.

- Meetings will be held with school staff, pupils and parents to identify the problem and a programme of support will be planned.
- Parents and pupils will be warned that exclusion from school is a possibility. Outside agencies such as the CYPS (Children and Young Peoples Service), Educational Psychology Service, LA SEN Department, Attendance Officer may also be involved.

### **Fixed Term Exclusion**

- A child may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year). A fixed term exclusion does not have to be for a continuous period. A fixed term exclusion may not be extended or converted into a permanent exclusion. However in exceptional circumstances where further evidence has come to light, the school may issue a fixed term exclusion or permanent exclusion to begin immediately after the first exclusion ends.
- All children returning from a fixed term exclusion will be 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 the child, parent and school.

### **Lunchtime Exclusions**

- A child whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime. In such cases the legal requirements in relation to exclusion, such as the Head Teacher's duty to notify parents, still apply. Lunch time exclusions are counted as half a school day.

### **Permanent Exclusions**

- At Stocksfield Avenue Primary we would only permanently exclude a child as a last resort. This decision will only be taken:
  - *In response to a serious breach, or persistent breaches, of the school's Behaviour Policy; **and***
  - *Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.*

### **Behaviour Outside School**

- In accordance with the school's Behaviour Policy the behaviour of pupils outside school can be considered as grounds for exclusion.

### **Notification of an Exclusion**

- Parents will be notified as soon as possible about the decision to exclude a pupil and the reason for the exclusion. This will be done on the day of the exclusion by either a direct phone contact or a face to face meeting. A written confirmation of the reason(s) for the exclusion will be sent or given to parents the same day.
- The Head Teacher will notify, without delay, the Chair of Governors and the LA Fair Access Co-ordinator of a permanent exclusion, exclusions which would result in the child being excluded for more than five school days (or more than ten lunchtimes) in a term and exclusions which would result in the pupil missing a national curriculum test. For all other exclusions the Head Teacher must notify the LA and Governing Body once a term.
- Notifications must include the reason for the exclusion and the duration of any fixed period exclusion.
- All exclusions will be recorded on the school MIS system (see appendix 1).

## **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.
- Where parents dispute the decision of a Governing Body not to reinstate a permanently excluded pupil, they can ask for this decision to be reviewed by an Independent Review Panel. Where there is an allegation of discrimination (under the Equality Act 2010) in relation to a fixed period or permanent exclusion, parents can also make a claim to the First-tier Tribunal (for disability discrimination) or County Court (for other forms of discrimination).

## **Relationships to other school Policies**

- This Exclusion Policy should be read alongside the school's Behaviour Policy as well as other relevant school policies, particularly the Accessibility Policy, Special Educational Needs Policy , Equality and PSED Policy and Safeguarding and Child Protection Policy.

## **Monitoring and Review**

- The impact of this policy will be reviewed annually by the Curriculum and Performance Committee.
- The Head Teacher will provide the committee with monitoring reports which will help to evaluate the effectiveness of the policy and procedures.
- The policy and procedures will be reviewed and amended in light of such evaluations and in consultation with representatives of all stakeholders.
- The policy will be updated in accordance with new LA or DFE guidelines.

Reviewed:	March 2018
Approved by Governors:	13 <sup>th</sup> March 2018
Next Review Due:	March 2020

## Exclusions

EXCLUSION CATEGORY	DESCRIPTION
Fixed term exclusion	Head Teacher decides a pupil is to be excluded for a fixed number of days e.g. 10 days. Limited to a maximum of 45 days in any school year (this total to include lunchtime exclusions).
Reinstated from fixed term exclusion	Fixed period exclusion has been shortened. Head Teacher or Governors have set a date for the pupil to return to school that is earlier than originally set by Head Teacher.
Lunchtime	Pupil is excluded from school during the lunchtime period only. Each lunchtime is to be counted as 0.5 day, e.g. 5 lunchtimes = 2.5 days.
Permanent exclusion	Governors must meet to decide whether or not to set a date for the pupil to return to school. If Governors agree with the exclusion, parents can appeal to an Independent Panel who will decide whether or not to set a date for the pupil to return to school.
Re-instated after permanent exclusion	Governors or the Independent Appeal Panel decide to set a date for the pupil to return to school.

**ALL** categories of exclusion **must** be recorded on the pupils' record in the school MIS system.

## Stocksfield Avenue Primary Child Risk Assessment Plan

Name	DOB:

Reason for Risk Assessment:

Risk Indicators:	Answer Yes or No
Does the child have a history of this behaviour?	
Is the behaviour observed by a range of people?	
Is access to the curriculum affected?	
Is there a health and safety risk to children?	
Is there a health and safety risk to staff?	

Details / Specific Incidents:

Date:	Incident:	Evidence From

Patterns:	Answer Yes or No

Is there a pattern to the behaviour?	
Do the incidents happen under specific circumstances?	
Do incidents occur with specific people?	
Are there any identifiable targets?	
<b>Details:</b>	

<b>Behaviour Profile:</b>	<b>Recent or persistent</b>
How long has the behaviour been exhibited?	

<b>Strategies:</b>	<b>Answer Yes or No</b>
Have different strategies been tried?	
<b>Details:</b>	
<b>Outside Support:</b>	
<b>Internal Support:</b>	

<b>Imminent Danger</b>	<b>Answer Yes or No</b>
Is there imminent danger to other children?	
Is there imminent danger to other staff?	
Is there imminent danger to buildings?	

**Methods to avoid:**


Actions	By whom?
Person Completing Form:	Date:

Designated Person:	Date:

Signature of Designated Person: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Review:	Date:
This could be as part of the initial plan or due to a change in circumstances	
Answer Yes or No	
Since the initial risk assessment have there been any further concerns?	
Have all the previous actions been met?	
Are all the relevant staff aware of the actions?	

**Updated Information:**

**Details of the situation since the risk assessment was carried out:**

Please note you may need to revisit/repeat previous actions to remind staff of the risk.

Further Actions	By whom?

**Signature of Designated Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_