

# Forest Academy and Elveden C of E Primary Academy



## Exclusion Policy

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Review Date: March 2020

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It is the policy of Forest Academy and Elveden C of E Primary Academy 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 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;
- Refusal to follow instructions by adults which could put the child or others at risk;
- 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 Head teacher or one of the Deputy head teachers acting on their behalf. **In exceptional circumstances**, in the absence of the Headteachers or Deputies, the most senior teacher on-site is authorised to give a fixed term exclusion and this would be confirmed by email, the same day, through the heads or deputies. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

3) In the case of a Permanent Exclusion this can only be authorised by the Head teachers 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 Head teachers 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 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 Head teacher in a face-to-face meeting. This can happen after an 'in the first instance' fixed term exclusion which can be changed into a permanent one after investigation/consideration.

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 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. CISS, ELSA, Family 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 e.g. 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 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) 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.

6) Occasionally, the school may suggest a temporary reduced timetable to reduce the likelihood of another Fixed Term Exclusion. The decision to do this can only be taken by the Headteachers and it must be in agreement with parents. There must be a clear staged plan to return to a fulltime timetable as soon as possible. Clear steps that state the criteria for success and the increased times will be clearly stated.

### Permanent Exclusions

The 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 their child has been permanently excluded, parents will be made aware that:

- the school's governing body is required to review the head teacher's decision and they may meet with them to explain the parents/carers views on the exclusion
- if the governing body confirms the exclusion, they 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/ Naimi White.

### Relationship to other school policies

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

### Policy Consultation & Review

- 1) The impact of this policy will be reviewed by the governors' Curriculum & Standards Committee
- 2) The Head teacher 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.

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when children join our school.

This policy will be reviewed in full by the Governing Bodies on an annual basis. This policy was last reviewed and agreed by the Governing Bodies in February 2020. It is due for review in February 2021

Signature

Head teachers

Date:

Signature

Chair of Governors

Date: