



St Margaret's C of E Primary School

EXCLUSION OF PUPILS POLICY

Written by:

Ratified by: **Local Governing Body**

Reviewed: **Spring 2017**

To be reviewed: **Annually**

Next review: **Spring 2018**

** Executive Head/ Head Teacher/Head of School/Associate Head (henceforth referred collectively as Head Teacher, unless specifically stated)*

1.0 Rationale

1.1 The purpose of this policy is to explain the School's use of exclusion. It is underpinned by the shared commitment of all members of the School community to achieve two important aims:

- 1) The first is to ensure the safety and well-being of all members of the School community, and to maintain an appropriate educational environment in which all can learn and succeed;
- 2) The second is to realise the aim of reducing the need to use exclusion as a sanction.

2.0 Introduction

2.1 The decision to exclude a student will be taken in the following circumstances:

- (a) In response to a serious breach of conduct
- (b) If allowing the student to remain in School would seriously harm the education or welfare of the student or others in the School.

2.2 Exclusion is an extreme sanction and is only administered by the Headteacher of school (or, in the absence of the Headteacher, the Deputy Headteacher who is acting in that role).

2.3 Exclusion, whether fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct:

- Verbal abuse to Staff and others
- Verbal abuse to students
- Physical abuse to/attack on Staff
- Physical abuse to/attack on students
- Persistent disruptive behaviour
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson

- Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the student's 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.

3.0 Exclusion procedure

- Most exclusions are of a fixed term nature and are of short duration (usually between one and three days).
- Following exclusion, parents are contacted immediately where possible. A letter will be sent giving details of the exclusion and the date the exclusion ends. The Chair of Governors is informed. Parents have a right to make representations to the Governing Body and the LA in writing.
- A return to School meeting will be held following the expiry of the fixed term exclusion and this will involve the Headteacher (or, in the absence of the Headteacher, the Deputy Head) and other staff where appropriate.
- During the course of a fixed term exclusion, the student is at home, parents are advised that the student is not allowed on the School premises and that daytime supervision is their responsibility as parents/guardians.
- Parents may be required to attend a Parenting Programme in order to address ways to support their child's behaviour in school and at home.

4.0 Permanent Exclusion

4.1 The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

1. The first is a 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. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on School premises.
2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon*
- Arson

The School will consider police involvement for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well being of the School.

** Offensive weapons are defined in the Prevention of Crime Act 1953 as “any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him.”*

5.0 General factors the School considers before making a decision to exclude

5.1 Before deciding whether to exclude a student either permanently or for a fixed period the school will:

- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations/incident
- Allow the student to give her/his version of events
- Check whether the incident may have been provoked.

5.2 If the Headteacher is satisfied that on the balance of probabilities the student did what he or she is alleged to have done, exclusion will be the outcome.

6.0 Exercise of discretion

6.1 In reaching a decision, the Headteacher will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate.

6.2 In considering whether permanent exclusion is the most appropriate sanction, the Headteacher will consider *a)* the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of conduct *b)* the effect that the student remaining in the School would have on the education and welfare of other students and staff.

7.0 Alternatives to Exclusion

The School works closely with the Local Authority and other primary schools to undertake managed moves where such a course of action would be of benefit both to the student and the two schools concerned.

8.0 Behaviour outside School

Students' behaviour and conduct outside school on school “business” such as school trips and journeys, or at school sports events, is subject to the same expectations as within school. Bad behaviour in these circumstances will be dealt with as if it had taken place in school.