



Exclusion Policy

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EXCLUSION POLICY

This policy, which should be read in conjunction with the Positive Behaviour Policy, deals with the policy and practice which informs the School's use of exclusion.

Sometimes pupil behaviour may be so severe that exclusion – either fixed or cessation of placement, may be required. In these instances the school will take all reasonable steps to avoid having to exclude and exclusion will only be used as a last resort or where the pupil, staff or others may be at risk.

Policy aims:

- To realise the aim of reducing the need to use exclusion as a sanction
- 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
- To clarify the circumstances under which exclusion may be used
- To clarify the procedure for excluding pupils

Introduction

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

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

Exclusion is an extreme sanction and is only administered by the School Head Teacher.

Exclusion, whether fixed term or Cessation of Placement may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the School's Behaviour Policy:

- Verbal abuse to Staff and others
- Verbal abuse to students
- Physical abuse to/attack Staff
- Physical abuse to/attack other students
- 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
- Misuse of technology i.e. mobile phones, cyberbullying etc.

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

In all situations where a student with SEND is excluded, it is expected that the Headteacher will work with the local authority to see whether more support can be made available or whether amending the Education Health and Care Plan would benefit the student where another school can be identified.

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 by post giving details of the exclusion and the date the exclusion ends.

A return to School meeting (reintegration meeting) will be held following the expiry of the fixed term exclusion and this will involve the School Head Teacher and other Staff where appropriate.

During the course of a fixed term exclusion where the student is to be 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. The school will provide appropriate remote learning during this time to not disadvantage access to learning.

Cessation of Placement

We recognise our responsibility to avoid the cessation of placements for students. Therefore, prior to affecting a cessation of placement we will engage with the Local Authority, the Pupil, and Parents/Carers to determine whether alternative, specialist arrangements can be made, or if the pupil can be placed elsewhere to avoid the cessation of placement.

The decision to cease their placement is a serious one. There are two main types of situation in which cessation of placement may be considered.

1. As 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 (see Anti-Bullying Policy) or repeated possession and or use of an illegal drug on School premises.
2. Where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to cease the placement of 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 wellbeing of the School.

General factors the School considers before making a decision to exclude

Cessation of placement will not be imposed instantly unless there is an immediate threat to the safety of others in the School or the student concerned. Before deciding whether to exclude a student either via cessation of placement or for a fixed period the Head Teacher will:

- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations, taking into account the Positive Behaviour, Equal Opportunity and Equality Policies
- Allow the student to give her/his version of events
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment
- Check that the pupil will not be disadvantaged directly by missing exams

If the Head Teacher is satisfied that evidence is sufficient to conclude that the student did what he or she is alleged to have done, an exclusion (fixed term exclusion or cessation of placement) will be the outcome unless the Headteacher determines that a more appropriate course of action is in the best interests of the pupil, school and other parties to any incidents.

Exercise of discretion

In reaching a decision, the Head Teacher 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. In considering whether cessation of placement is the most appropriate sanction, the Head Teacher will consider;

1. the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Positive Behaviour Policy.
2. the effect that the student remaining in the School would have on the education and welfare of other students and staff.

Nonetheless, in the case of a student found in possession of an offensive weapon, whether there is an intention to use it or not, it is the School's usual policy in this particularly serious matter to issue a cessation of placement.

Monitoring

Future Education will monitor all exclusions to ensure that the policy is not having a disproportionate effect on vulnerable groups (ethnic minorities, travellers etc.).

Scrutiny and oversight

In line with its statutory duty, the same two tests of appropriateness (above) will form the basis of the deliberations of the School Governor Board when it meets to consider the Head Teacher's decision to cease a placement of a student at the school. This Board of Governors will require the Head Teacher to explain the reasons for the decision and will look at appropriate evidence, such as the student's School record, witness statements and the strategies used by the School to support the student prior to exclusion. The board of Governors may be required to provide parents/carers with the opportunity to make representations during deliberations.

The Chair of the Board of Governors and at least two other governors will take part in any School Governors meeting where a cessation of placement is scrutinized. The decision of the Board may override the Head Teacher and reinstate a pupil if it is deemed appropriate.

Where any cessation of placement is confirmed by Future Education School the EHCP coordinator is to be advised immediately and an emergency EHCP review meeting held. Once a date of cessation is confirmed a full programme of remote learning and/or work is to be provided to cover the 28 days notice.