



Abbots Farm Junior School

Exclusion Policy

This policy should be read in conjunction with our Behaviour & Discipline Policy

Principles

A key element of the ethos of our school is to have clear expectations of pupils and to educate and reward rather than punish. Furthermore, it is the school's belief that in order to be effective, exclusions need to be rare. This in turn requires:

- a hierarchy of sanctions;
- a Behaviour Policy which clearly sets out expectations and which rewards compliance;

Aims

- To ensure a calm, secure and safe environment for all pupils, staff and visitors.
- To ensure that young people grow up with a strong sense of right and wrong, justice, and an understanding of responsibility / consequences for one's actions.

Key Details

The school's hierarchy of sanctions, as detailed in our Behaviour Policy, include:

- break or lunchtime detentions as a result of a red card;
- loss of privileges as appropriate to the offence;
- temporary removal from lessons to work away from peers;
- a recorded warning in our school Behaviour Log, usually accompanied with other a letter to parents and/or phone conversation/face-to-face meeting;
- meeting with parents AND head teacher where required.

Exclusions

Exclusion is a sanction used by the school only in cases deemed as serious breaches of the School Behaviour Policy. In most circumstances, a pupil would only be excluded for one of two reasons:

1. Because their behaviour on a specific occasion is so totally unacceptable that a clear demonstration of disapproval has to be made for the sake of the child concerned and other pupils in the school e.g. violent assault, physical and verbal abuse of staff, vandalism.
2. Because of persistent breaches of the school code of conduct which threaten to undermine the calm, purposeful and harmonious school environment necessary for effective teaching and learning. In such a case, exclusion should come as no surprise to the child or his/her parents because the matter will have been addressed over a period of time, and will have involved a dialogue and perhaps joint action between school and home. Examples would include persistent disruption of the classroom environment, persistent breaches of the school rules and/or failure to co-operate with the instructions of staff or repeated inappropriate behaviour.

The role of the head teacher

The head teacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, such as verbal, physical abuse, or assault, the head teacher may permanently exclude a child. Both of these actions are only taken after consultation with governors.

The Role of governors

The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the head teacher in carrying out these guidelines.

The head teacher has the day-to-day authority to implement the school behaviour and discipline policy, but governors may give advice to the head teacher about particular disciplinary issues. The head teacher must take this into account when making decisions about matters of behaviour.

Fixed-term Exclusions

- Only the head teacher (or acting head teacher) has the power to exclude a pupil from school. The head teacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The head teacher may also exclude a pupil permanently. It is also possible for the head teacher to convert a fixed-term exclusions into a permanent exclusion, if the circumstances warrant this.
- If the head teacher excludes a pupil, he/she must inform the parents immediately, giving reasons 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.
- The pupil 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.
- The school will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the school, parents and if appropriate any other outside agencies.
- The head teacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term. At the same time, the head teacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make such an appeal.
- The governing body itself cannot either exclude a pupil or extend the exclusion period made by the head teacher. The governing body has a discipline committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors.
- When an appeals panel meet to consider any exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LEA, and consider whether the pupil should be reinstated.
- If governors' appeals panel decides that a pupil should be reinstated, the head teacher must comply with this ruling.

Pupils returning from a Fixed Term Exclusion

All pupils 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 exclusions can be avoided and behaviour modified to acceptable standards in partnership between pupil, parent and school.

Permanent Exclusions

A 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 your child has been permanently excluded, be aware that:

- the school's governing body is required to review the headteacher's decision and you may meet with them to explain your views on the exclusion
- if the governing body confirms the exclusion you 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 exclusion from the school will inform the parents of their right to appeal to the Governing Body against the decision to exclude. The person who should be contacted to initiate an appeal is the Clerk to the Governors.

Relationship to other school policies

The Exclusion Policy should be read in tandem with the school's Behaviour Policy.

Monitoring

The head teacher keeps a record of any pupil who is suspended for a fixed-term, or who is permanently excluded. It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

Review

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Reviewed by: S Farrell

Date of Review: June

2014

Date of Next Review: June 2016

Reviewed by Joss Andrews January 2017

Next review date: January 2019