

Pol8 – Exclusion Policy



Introduction

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

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

Exclusion is an extreme sanction and is only available to be administered by the Headteacher. Exclusion is not an appropriate sanction for minor incidents but may be used for: -

- Verbal abuse to Staff and others
- Verbal abuse to students
- Physical abuse to/attack on Staff
- Physical abuse to/attack on students
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- 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.
- Poor timekeeping and attendance
- Refusal to pay fees and/or charges
- Regularly late in payment of fees and/or charges.

Fixed Term Exclusion

- Most exclusions are of a fixed term nature and are of short duration (usually between one and three days).
- The DoE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.
- The Headteacher has established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination.
- The Headteacher does have established arrangements to review fixed term exclusions, which would lead to a pupil being excluded for over five days, but not over 15 days, in a school term where a parent has expressed a wish to make representations.
- Following exclusion parents are contacted immediately where possible.

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- A reinstatement meeting will be held following the expiry of the fixed term exclusion and this will involve the Headteacher and other staff where appropriate.

Permanent Exclusion

- The decision to exclude a pupil permanently is a serious one. It will usually be the formal step in a process for dealing with disciplinary offences following 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 or repeated possession and or use of an illegal drug on school premises.
- There are exceptional circumstances where it is 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.
 - When a fixed term exclusion has not brought about the required result.

The school would 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.

Factors the School considers before making a decision to exclude

- Exclusion will not be imposed in the heat of the moment 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 permanently or for a fixed period the Headteacher will: -
- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the Behaviour Policy.
- Allow the pupil to give her/his version of events.
- Check whether the incident may have been produced for example by bullying or by racial or sexual harassment.
- Consult with others if necessary.
- If the Headteacher is satisfied that ON THE BALANCE OF PROBABILITIES the pupil did what s/he is alleged to have done, exclusion will be the outcome.

Alternatives to Exclusion

The School does use alternative strategies to exclusion and these are included in the Behaviour Policy.

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Behaviour Outside School

Pupils' behaviour outside school on school business for example school trips, away school sports fixtures or a work experience placement is subject to the School's Behaviour Policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in school. For behaviour outside school, but not on school business, the Headteacher will exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole. If pupils' behaviour in the immediate vicinity of the school or on a journey to and from school is poor and meets the school criteria for exclusion then the Headteacher may decide to exclude.