



Exclusion Policy

Introduction:

We want all children and their families to feel welcome and involved at Calton Primary School. We are a hard working school and expect high standards from our pupils in terms of work and behaviour. We are strongly committed to equal opportunities and believe that every member of the school community has the right to be able to realise his / her full potential in a secure, safe and happy environment. Each child has the right to expect support and action if their happiness or safety is threatened. Because we see education as a partnership between home and school, we have written this policy so that all of us – Teachers, Parents, Carers, Pupils, and the Governors can work together to improve behaviour, attitude and standards of work. Good behaviour and good discipline are essential if effective teaching and learning is to take place.

The Governors and Staff at Calton Primary School accept the premise that exclusion is an action that should not be taken lightly. It would only happen if:

- There was a serious breach of the school's Behaviour Policy
- Allowing the pupil to remain in school would seriously harm the education or welfare of the pupils or Staff in the school.
- Fixed term exclusion is part of the child's behaviour plan for incidents of unprovoked violence.

The decision to exclude:

- Only the Head Teacher (or in the absence of the Head the most Senior Teacher who is acting in that role) can exclude a pupil.
- The decision to exclude permanently will be the final step in a process where a wide range of other strategies have been tried, without success. It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the child and will only be used as a last resort.

However there may be exceptional circumstances where, in the Head Teacher's judgment, it is appropriate to permanently exclude a child for a first or 'one-off' offence eg:

- Serious actual or threatened violence, abuse or assault against another pupil or member of Staff

Where the Head Teacher has permanently excluded a child for one of the above offences or for persistent and defiant misbehaviour (including bullying, racism) the Secretary of State for Education would not normally expect the Governing Body Discipline Committee to reinstate the pupil.

Factors to consider before making a decision to exclude

- It should not be made instantly, unless there is an immediate threat to the safety of others in school.
- An appropriate investigation should be carried out, allowing the pupil to give his or her version of events. Check whether the incident may have been provoked and if necessary, consult others.
- All the evidence is considered, taking into account the schools' Behaviour, Anti-Racist and Equal Opportunity Policies. Where witness statements are needed from children, permission will be sought from Parent/Carers.
- If satisfied that, on the balance of probabilities, the pupil did what he or she is alleged to have done; the Head Teacher may exclude the pupil.

Alternatives to exclusion

- Opportunities to allow restorative justice principles and allow the offender to redress the harm that has been done to the 'victim'.
- Internal exclusion i.e. removed from class but not from the school premises, and looked after with appropriate support.
- A managed move to another school. This should be done with the full co-operation of all parties involved i.e. child, Parent, LA and receiving school.

Length of fixed term exclusions

- Could be for one or more fixed periods, not exceeding 45 days in any one school year or 15 in any one term – but should be as short as possible.
- Exclusions of more than a day means the school is obliged to provide work and mark it.
- Exclusions of more than 15 days during a school term will result in a meeting of the Governors Discipline Committee, who must follow the guidelines outlined in the LA advice.
- A re-integration meeting with Parents is good practice especially if the child is excluded for more than 15 days.

Lunchtime exclusions

- This is allowed but is classed as a fixed term exclusion of ½ day. Parents have the same rights to information and letter as for fixed term. Free school meal children may need to be provided with a packed lunch.
- This should not be open ended or used for prolonged periods.

Behaviour Outside School

- Pupils behaviour outside school on school business e.g. trips, is subject to the school's Behaviour Policy. Unwanted behaviour in these circumstances should be dealt with as if they had taken place in school.
- Behaviour outside school, but not on school business e.g. start and end of day, a Head Teacher may 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.

Permanent Exclusion

- Child stays on roll until any appeal is determined. Work should be set during this time and returned to school for marking.
- Governing bodies must review all permanent exclusions promptly.
- Once the exclusion has been endorsed by the Governing Body the LA should assess the needs of the child and how to meet them. Once the pupil is removed from the roll the LA is responsible for ensuring that suitable education is made available.

Pupils with SEND

- Schools have a statutory duty to do their best to ensure that the necessary provision is made for pupils with SEND, including those with behavioural, social and emotional needs.
- Schools should avoid permanently excluding pupils with statements and should liaise with the LA to call an interim annual review meeting. Where a child is excluded the school should work with the LA before the meeting of the disciplinary committee to see whether more support is available or whether the statement can be changed to name a new school. Parents/ Carer's of children in this category should be encouraged to use the Partnership with Parents scheme to support them.
- Children at School Action or School Action Plus should be given every opportunity to remain in school, the school taking advice about strategies from the LA and all support agencies.

Disabled pupils

- Schools have a legal duty to ensure they do not discriminate against pupils who are disabled by excluding them from school because of their disability

Race Relations

- The Race Relations Act 1976 requires schools to ensure that they will not discriminate against pupils on racial grounds when making the decision to exclude.

Children in care

- The schools should work hard to reduce the risk of excluding a child who is in care. Schools should work with the LA and Social Services.

PROCEDURES FOR EXCLUDING A PUPIL – ROLE OF THE HEAD TEACHER

1. Informing Parents about the exclusion

- School shall follow the guidance and procedures as set out in law, which are designed to ensure fairness and openness.

- The Parent should be notified immediately, ideally by phone, followed up by a letter within one school day. Model letters of notification are in the exclusions file but must include:

Precise period of exclusion or the fact that it is permanent

Reasons for exclusion

Parent's right to make representation to discipline committee

Name of person to contact for Governors

Date of meeting (if exclusion more than 15 days or permanent)

Parent's right to see child's school records

Date and time of return (if fixed term)

Arrangements about work set

Name and telephone number of LA officer, for support

Telephone number for ACE (Advisory Centre for Education).

- All exclusion cases should be treated in strictest confidence

2. Informing the Discipline Committee

- Within 1 school day if the exclusion is permanent or more than 5 days.

- Fixed term exclusions of less than 5 days should be reported to Discipline committee once a term

- Exclusion reports must include:

Pupil's name

Length of exclusion

Reason(s) for exclusion

Pupil's age, gender and ethnicity

Whether pupils has SEND

Whether pupil is in Local Authority care.

3. Informing the LEA

- There are forms for fixed term exclusions and permanent exclusions (in exclusions file in head's office) which should be completed and sent to the Area Education Officer – Mr. Tim Gisborne at Gloucestershire Local

Authority on/at Gloucester North Locality team, Quayside House, Quay Street, Gloucester, GL1 2TG, 01452 328009

- A copy of the letter sent to Parents/Carers should also be included.

- The Area Education Officer is invited to attend any exclusions committee meeting of the Governors.