



## Exclusions Policy

### Rationale

This policy is to be read in conjunction with the school's Behaviour and Discipline policy. These policies are underpinned by the shared commitment of all members of the school community to achieve a very important aim;

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

### Introduction

The Education Welfare and Young Peoples Support Service (YPSS) and the Behaviour Support Services works with both schools and families in trying to prevent children being excluded from school and should exclusion take place, reintegrating children back into full time education.

Chilton Foliat School would, in the first instance, refer a child to the Education Welfare Service if they feel that the child is at risk of permanent exclusion.

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

- In response to a serious breach of the school's Behaviour and Discipline Policy
- If allowing the student 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 administered by the Head Teacher (or, in the absence of the Head Teacher, the member of the senior leadership team who is acting in that role).

Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the Behaviour and Discipline Policy;

- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour
- Verbal or physical abuse of other pupils or school staff
- Aggression towards other pupils leading to the possibility of physical or emotional harm
- Indecent behaviour

This is not an exhaustive list and there may be other situations where the Head Teacher makes the judgment that exclusion is an appropriate sanction.

### Exclusion procedure

Most exclusions are of a fixed term nature and are of short duration

The Department of Education regulations allow the Head Teacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year (September to July)

The governors have established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a student being excluded for over 15 days in a school term or missing a public examination (the school has adopted the Wiltshire guidelines).

The governors have established arrangements to review fixed term exclusions which would lead to a student 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. A letter will also be sent by post the same day giving details of the exclusion and the date the exclusion ends. The exclusion would normally commence on the next school day, unless the child leaves the school prior to lunchtime.

The letter will contain the following information:

- why the Head Teacher decided to exclude the child;
- the arrangements for enabling the child to receive work;
- the right of the parent to state their case to the appropriate discipline committee of the governing body and the timescale involved;
- who the parent can contact if they wish to state their case at the governors' discipline committee meeting;
- the latest date a written statement can be put to the governors' discipline committee;
- the parents' right to see their child's school record;
- the length of the exclusion, and the date and time that the child is to return to school.
- name and telephone number of the Education Welfare Officer

A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the senior leadership team and other staff where appropriate

During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility, as parents/guardians

Work will be provided by the class teacher.

Where the fixed exclusion is for 1 to 5 days, the discipline committee does not need to meet, unless to consider any statement from the parent, or to consider the child's needs to sit an external examination.

Where a pupil is given a fixed period exclusion of 6 to 15 school days, and the total for that term does not exceed 15 school days, the discipline committee does not need to meet, unless requested to by the parents.

### **Permanent Exclusion**

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 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).

2. When a serious criminal act has been committed, the school will involve the police in any such offence.

**General factors the school considers before making a decision to exclude**

Exclusion 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 pupil either permanently 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 school policies
- Allow the student to give her/his version of events
- Check whether the incident may have been provoked.

If the Head Teacher 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.

This Exclusions Policy will be reviewed annually.