



St Andrew's Primary School  
**Exclusion Policy**

**1. Introduction**

It is the policy of St. Andrew's Primary School to try to deal with all behavioural issues in an active positive way, employing a wide range of strategies. However, should the need for exclusion arise, following a sustained period of unacceptable behaviour or a single case of an extremely dangerous and/or violent act, the school will adopt the following recommended approach:

**2. Principles**

Exclusion is a sanction used by the school only in cases deemed as serious breaches of the School Behaviour Policy. A student may be at risk of exclusion from school for:

- Verbal abuse to staff and others
- Verbal abuse to pupils
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Indecent behaviour
- Damage to property
- Theft
- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- 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 pupil's behaviour.

A Fixed Term Exclusion from the school can only be authorised by the Headteacher or by the Deputy Headteacher acting on their behalf. If no one is available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

In the case of a Permanent Exclusion this can only be authorised by the Headteacher and must only be done after consulting the Chair of Governors about the intention to impose this sanction, although the final decision rests with the Headteacher of the school.

The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.

The school regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

### **Notification of an Exclusion**

**3.1** Parents will be notified as soon as possible of the decision to exclude a student and the reason 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.

**3.2** In the case of a Permanent Exclusion parents will be notified by the Headteacher in a face-to-face meeting.

**3.3** A student 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 behaviour.

**3.4** 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, if appropriate, and any other appropriate bodies e.g. School Home Support Practitioner, Attendance Service or the Local Authority. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the school will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following an exclusion, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.

**3.5** The Chair of Governors, LA Inclusion Officer and relevant school staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

**3.6** During the period of exclusion the child must complete and return all work set for them by their class teacher.

**3.7** During the period of exclusion the child must not be seen in a public place. This is clearly outlined in the exclusion letter. If it is found that this has not been adhered to then the Head teacher will report the breach to the School's Attendance Enforcement Officer and a fine will be issued.

### **Students Returning from a Fixed Term Exclusion**

**4.** All students 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 exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school. Targets will be set by the Headteacher.

The targets are to ensure firstly the safety of the child and other children and staff and secondly to enable the child to modify their behaviour in line with the school's behaviour policy. This meeting will be followed up by another meeting 2 weeks later where the parent, child and Headteacher will review the targets set and discuss the child's progress with regards to behaviour.

### **Permanent Exclusions**

**5.** 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

### **In-school Exclusions**

A child's behaviour may not have been extremely dangerous or violent however, sometimes a child's behaviour warrants a more severe consequence other than being put in the red zone on the behaviour triangle (see Behaviour Policy) this will be at the Headteacher's discretion. In this case a child will be asked to spend a set amount of time (up to 5 days) on an in-school exclusion where the child is kept away from their peers during lessons, playtimes and lunchtimes and is required to complete work set by the class teacher. The child will be supervised throughout the day by a member of staff.

This sanction may also be used if it is believed that the child would not benefit from being at home on a fixed term exclusion.

### **Playtime and Lunchtime Exclusions**

If a child's behaviour is not acceptable during lunchtimes and playtimes on a regular basis then a playtime and lunchtime exclusion will be put in place. Here the child will not be allowed to play outside with their peers but will be supervised by a member of staff and allowed outside for fresh air and exercise at another time in the day.

### **Appeals**

**6.** All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclude. This procedure is clearly set out in the statutory guidance. 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 as well as other relevant school policies, particularly the Inclusion Policy, Special Educational Needs Policy, Children who are Looked After Policy and the Equality Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.

Adopted Jan 19

Signed *N. James* (Head Teacher)

Signed *P. Hardy* (Chair of Governors)

Review date Jan 21