

THE EDUCATION CENTRE

Exclusion Policy

The aim of this policy is to avoid permanent exclusion whenever possible.

Introduction

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

- ❖ In response to a serious breach of the school's Behaviour Policy.
- ❖ If allowing the student to remain in school would seriously harm the education or welfare of the student 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 the Deputy Head who is acting in that role). Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute example of unacceptable conduct and are infringements of the school's Behaviour Policy:

1. Verbal abuse to staff and others.
2. Verbal abuse to students
3. Physical abuse to/attack on staff.
4. Physical abuse to/attack on students
5. Indecent behaviour.
6. Damage to property.
7. Misuse of illegal drugs
8. Misuse of other substances
9. Theft
10. Serious actual or threatened violence against another student or member of staff
11. Sexual abuse or assault
12. Supplying an illegal drug
13. carrying an offensive weapon
14. Arson
15. Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in in modifying the students behaviour.

This is not an exhaustive list and there may be other situations where the decision is taken that exclusion is an appropriate sanction.

Exclusion procedure

- ❖ Most exclusions are of a fixed term nature and are of short duration (usually between 1 and 5 days).
- ❖ The DfES regulations allow the head teacher to exclude a student for one or more fixed periods, not exceeding 45 days in any one school year.
- ❖ The proprietor has established arrangements to promptly review 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.

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- ❖ Where possible following exclusion, parents/carers are contacted immediately. A letter written by the Head or Deputy Head will be sent by post, giving details of the exclusion and the date the exclusion ends. Parents/carers have a right to make representations to the school as will be directed in the letter.
- ❖ In order to facilitate the efficient administration of the exclusion, details of the exclusion will be communicated to the administrator dealing with attendance, mentors and staff as soon as possible.
- ❖ The Administrator will add the registration code 'E' into the pupils attendance file for the duration of the exclusion. A copy of the exclusion letter is sent to the Local/Placing Authority
- ❖ A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve the students mentor and a member of the management team.
- ❖ It is school practice that the student be put on report to the Deputy Head or Student Mentor, usually for one week to monitor behaviour and work. if the fixed term exclusion is greater than five days, arrangements will be made for the student to take lessons at home.
- ❖ During the course of a fixed term exclusion parents/carers are advised that the student is not allowed on the school premises and that daytime supervision is their responsibility as parents/carers.

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.

- ❖ The first is a formal final step in a concerted process for dealing with disciplinary offences, following the use of a wide range of other strategies 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 could include racist or homophobic bullying) or repeated possession/and or use of an illegal drug on school premises.
- ❖ The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include:
 - Serious actual or threatened violence to against another student or member of staff.
 - Sexual abuse or assault
 - Supplying an illegal drug
 - Carrying an offensive weapon*
 - Arson

The school will consider police involvement for any of the above offences.

*Offensive weapons are defined in the Prevention of Crime Act 1953 as 'any article made or adapted for causing injury to the person: or intended by the person having it with him/her for such use by him/her'. These instances are not exhaustive, but indicate the severity of such offences and that such behaviour seriously affects the discipline and well being of the school.

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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 the a student either permanently or 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 all relevant school policies.
- ❖ Allow the student to give his/her version of events.
- ❖ Check whether the incident may have been provoked for example by bullying, racial or sexual harassment.

If the head 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.

Exercise of Discretion

In reaching a decision, the Head will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate.

In considering whether permanent exclusion is the most appropriate sanction, the Head will consider ;

- ❖ The gravity of the incident, or series of incidents and whether it constitutes a serious breach of the school's Student Discipline Policy and
- ❖ The effect the pupil remaining in the school will have on the education and welfare of other students and staff.

In line with statutory requirements the proprietor will apply these same to tests of appropriateness when considering the Heads decision to exclude.

Alternatives to Exclusion

Alternatives to exclusion are included in the Behaviour Policy. The school works closely with the LEA and outside agencies to undertake managed moves where such a course of action would be of benefit to both the student and the school. However, the threat of permanent exclusion will never be used as a means to coerce parents/carers to move their child to another school.

Lunchtime Exclusion

Students' whose behaviour at lunchtime is disruptive may be supervised in another room.

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Behaviour Outside School

Students' behaviour outside school on 'school business' for example school trips and journeys or a works experience placement is subject to the schools behaviour policy. Bad behaviour in these circumstances will be dealt with as it would in school. If students' 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 Head teacher may decide to exclude.

Drug Related Exclusions

In making a decision on whether or not to exclude for a drug- related offence, the Head teacher will have regard to advice from the LA Drugs Education Officer. The decision will depend on the precise circumstances of the case and the evidence available. In some cases fixed term exclusion will be more appropriate than permanent exclusion. The Head will make a judgement based on the individual circumstances of the case.