



THE LIMES

PRIMARY ACADEMY

“Growing Learners for Life”

Exclusions Policy

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On behalf of:	Local Governing Body

Collaboration Curiosity Responsibility Resourcefulness Resilience Reflectiveness



Pupil Exclusions

The academy will make every effort to support pupils with challenging behaviour and to resolve conflict. However, if it is necessary to exclude a pupil then the following procedures will be implemented:

The following types of behaviour may result in an internal and/or external exclusion:

- A serious attack on another pupil;
- Physically attacking a member of staff;
- Persistently disruptive behaviour which negatively impacts on the learning of others;
- Bringing into school an offensive weapon, drugs, alcohol, matches or a lighter;
- Danger to themselves or others.

The length of the exclusion is at the discretion of the school, but will operate within DfE guidelines.

Internal Exclusions

Internal exclusion is a consequence for poor and escalating behaviour. A Consequence of Internal exclusion may be applied if the child;

- Has disturbed considerable learning time for adults and children (Level 4 on the Behaviour System)
- Has been abusive to adults
- Has had persistent disruptive behaviour and is not responding to behaviour rewards and consequences
- Has endangered themselves or others because of their actions

The aim is to avoid fixed term exclusion with the intention that the consequences of inappropriate behaviour are managed confidently and consistently within the school setting. Fixed term exclusion may have a negative impact upon the pupil's school record and, instead, an internal exclusion can equally reinforce the need to accept responsibility for the consequences of inappropriate behaviour in school.

Internal Exclusion Procedure

The decision to apply an internal exclusion must be made by a member of SLT whereby appendix 1 must be completed.

Once the decision to internally exclude has been made by the SLT member;

- The SLT member must inform the parent.
- The internal exclusion form should be completed.
- The period of internal exclusion can be from one lesson, one session or one day.
- Internal exclusions will normally take place in isolation with a member of the senior leadership team, or in another class in another year group.
- Normal class work for the lessons that the child would normally have sat must be provided by the class teacher.
- The child must meet with a member of SLT before reintegration back into class.
- At break times and lunch times children that are on an internal exclusion should remain inside and complete recreational non-work based activities, e.g. reading/ drawing etc.
- There may be a need for regular staff changeover during this period. It is also important that staff manage this time with a serious disposition. The child and the rest of the class need to be aware of the gravity of the situation and that improvement must be made.

Fixed-term exclusion

Headteachers have the legal right to exclude a pupil for up to 45 school days in an academic year. Exclusion is a disciplinary sanction, which can only be exercised by the Headteacher or Deputy Headteacher when s/he is acting in the Headteacher's absence and only in response to serious breaches of the academy's policy on behaviour or of the criminal law.

Where a pupil is excluded for a fixed period, the exclusion will be for a minimum time to ensure that the pupil and others in the school understand that the behaviour has been unacceptable. Pupils will be given every opportunity to improve their behaviour before the fixed-term exclusion is exercised.

A first fixed period of exclusion lasting from one to three days is usually appropriate. When a pupil is excluded for a fixed period of more than two days the Headteacher will arrange for pupils to receive school work to do at home and have it marked until s/he returns to the academy.

Reasons for a Fixed-term exclusion

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

- (a) In response to a serious breach of the school's Behaviour Policy
- (b) If allowing the pupil to remain in school would seriously harm the education or welfare of Other persons or the pupil him/herself in the school.

Reasons for exclusion fall into the following categories:

- a) Physical assault against a pupil
- b) Physical assault against a member of staff
- c) Verbal abuse/threatening behaviour towards a pupil (includes language or behaviour which is considered racist, homophobic or disablist)
- d) Verbal abuse/threatening behaviour towards a member of staff (includes language or behaviour which is considered racist, homophobic or disablist)
- e) Bullying (for clarification please see Anti-Bullying Policy)
- f) Racist abuse
- g) Sexual misconduct
- h) Drug and alcohol related
- i) Damage
- j) Theft
- k) Persistent disruptive behaviour
- l) Other

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

Arrangements for a fixed-term exclusion

- Fixed-term exclusions will take effect as of the close of the current school day. However, if the offense is of a very serious nature, i.e. where a pupil is a grave danger to themselves or others, then the exclusion will be immediate.
- The Headteacher/Deputy Headteacher will make every effort to contact parents by telephone during the day informing them of the exclusion and reasons for it. The Headteacher/Deputy Headteacher will always send a formal letter setting out the reasons for the exclusion and the arrangements for their return to school.
- Parents/carers will be informed of the right to make representations to the Governing Body.

In the unlikely event that it is necessary to applying the sanction of a permanent exclusion, the Governing Body will follow the appropriate Local Authority procedures.

At times the Headteacher will decide not to use the extreme sanction of an exclusion but will decide that a Behaviour Support Plan should be drawn up to try avoid the sanction of an exclusion in the future. This might be accompanied by an internal exclusion.

External Exclusion procedure

Following exclusion parents are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the Local Authority as directed in the letter.

A reintegration meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team and other staff where appropriate. The purpose of the reintegration meeting is to discuss how best the child's return to school can be managed. Failure to attend a reintegration meeting will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order.

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.

The school will set work for the child to complete during the exclusion. Parents should please ensure that work set by the school is completed and returned to us promptly.

Records relating to exclusions will be stored confidentially.

The Parent has the right to make representations to the Governing Body. If they wish to make representations please contact the Chair of Governors via the school as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations the Parent/Carer makes and may place a copy of their findings on the child's school record.

Parents will also be aware that if they think the exclusion relates to a disability their child has, and they think disability discrimination has occurred, they have the right to appeal, and/or make a claim, to the SEN and Disability Tribunal (SENDIST).

Parents/Carers also have the right to see a copy of the child's school record. Due to confidentiality restrictions, they will need to notify the Headteacher in writing if they wish to be supplied with a copy of their child's school record.

Permanent Exclusion

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

1. The first is a 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) or repeated possession and/or use of an illegal drug on school premises;
2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence. These might include:
 - Serious actual or threatened violence against another pupil or a member of staff
 - Sexual abuse or assault
 - Supplying an illegal drug
 - Carrying an Offensive Weapon (Offensive weapons are defined in the Prevention of Crime Act 1993 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him").

- Arson
- Behaviour which poses a significant risk to the child's own safety.

The school will involve the police for any relevant 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.

Physical Restraint

Physical restraint will only be used when absolutely necessary, when a child poses an immediate physical threat to their own or others' safety. Restraints will be carried out in line with the guidance in the Positive Handling Policy. Please see this policy for further guidance

Appendix 1



The Limes Primary Academy Record of Internal Exclusion Form

School procedures for internal exclusions:

- The period of internal exclusion can be from one lesson, one session (morning or afternoon) or one day.
- Internal exclusions will normally take place in another class in another year group.
- Normal class work for the lessons that the child would normally have sat must be provided by the class teacher.
- The child must meet with a member of SLT before reintegration back into class, normally on the following day.
- At break times and lunch times children that are on an internal exclusion should remain inside and complete recreational non-work based activities. E.g reading/ drawing etc.

Details of child
Name of Child:
DOB:
Additional Needs:
Details of event leading up to decision to internally exclude
Details of adults involved in the decision to internally exclude:
Parents informed:
Length of Exclusion:
Further sanctions needed
Notes: