

Lindow Community Primary School

School Policies

Control Sheet

Policy: **School Exclusions**

Policy Type: **Statutory**

Author: **Zoe Wilson**

Owner: **Headteacher**

Approved by: **Governing Body**

Reviewed: **Annually**

Policy: School Exclusions

1. Rationale:

Lindow Community Primary School adopts a whole school approach to Exclusion to ensure that all stakeholders are aware of the procedures that need to be followed in the event of a child breaching the behaviour policy. This policy will be applied in a consistent, rigorous and non-discriminatory way. It is largely based on model forms, letters and procedures provided by Cheshire East Council.

2. Purpose

In most cases, exclusion will be the absolute last resort after a range of measures have been tried to improve the child's behaviour or to de-escalate a serious incident. Our school's behaviour policy and guidelines detail the range of strategies that we use to address the behaviour that may lead to exclusion.

3. Definition of Exclusion (Information provided by CEC – July 2017)

Headteachers are responsible for setting the standard of behaviour expected of pupils at the school and any sanctions and rewards in relation to the school rules. Every school must have a behaviour policy that must be shared with staff, parents and pupils at least once a year.

Schools have been given powers to use exclusion as a means of maintaining high standards of discipline.

The government has set out these powers in statutory guidance. More information can be found at:
<http://www.gov.uk/government/publications/school-exclusion>

There are two main types of exclusion - fixed term and permanent:

- A fixed term exclusion means an exclusion of anything totalling up to 45 school days in any one academic year. At the end of the exclusion period your child returns to school.
- A permanent exclusion is when your child will not be allowed to return to the excluding school unless the headteacher's decision is reversed, either by a committee of school governors or an independent appeal panel.

Information about exclusions in Cheshire East can be found at:
<http://www.cheshireeast.gov.uk/schools/exclusions/exclusions.aspx>

If a child is permanently excluded from school in Cheshire East the Local Authority (LA) becomes responsible for arranging their full-time education from the sixth day after the exclusion. Until that time the school is responsible for setting work for the pupil, which should be returned to the school for marking.

The LA officer, Anne Vaughan-Griffith, is responsible for all permanently excluded children in Cheshire East. Once the LA has received notification of a permanent exclusion, Anne will make contact with the parent(s)/carers and arrange a visit to meet them and the young person to explain the process around a permanent exclusion and the parents' right of appeal.

Anne Vaughan-Griffith, Education Access Support Officer
Tel: - 01270 375277 Mobile: - 07920 288 217
2nd Floor Delamere House, C/o Municipal Buildings, Earle Street, Crewe CW1 2BJ

4. What constitutes a reason to exclude? (Information provided by CEC – July 2017)

NATIONAL STANDARD LIST OF REASONS FOR EXCLUSIONS

This list provides descriptors of reasons for exclusions and the main reason for exclusion should be stated on the BSP1 form.

The DFE guidance asks schools to tick just one box for the reason for exclusion for data collection purposes. The 12 categories should cover the main reasons for exclusions and the “other” category should be used sparingly.

1. Physical assault against pupil

Includes: fighting, violent behaviour, wounding, obstruction and jostling

2. Physical assault against adult

Includes: violent behaviour, wounding, obstruction and jostling

3. Verbal abuse / threatening behaviour against pupil

Includes: threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, carrying an offensive weapon

4. Verbal abuse / threatening behaviour against adult

Includes: threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, carrying an offensive weapon

5. Bullying

Includes: verbal, physical, homophobic bullying, racist bullying

6. Racist abuse

Includes: racist taunting and harassment, derogatory racist statements, swearing that can be attributed to racist characteristics, racist bullying, racist graffiti

7. Sexual misconduct

Includes: sexual abuse, sexual assault, sexual harassment, lewd behaviour, sexual bullying, sexual graffiti

8. Drug and alcohol related

Includes: possession of illegal drugs, inappropriate use of prescribed drugs, drug dealing, smoking, alcohol abuse, substance abuse

9. Damage

Includes damage to school or personal property belonging to any member of the school community: vandalism, arson, graffiti

10. Theft

Includes: stealing school property, stealing personal property, stealing from local shops on a school outing, selling and dealing in stolen property

11. Persistent disruptive behaviour

Includes: challenging behaviour, disobedience, persistent violation of school rules and the school Behaviour Policy

12. Other

Includes incidents that are not covered by the categories above but this category should be used sparingly.

5. Who Does the Policy relate to?

This policy relates to and involves all staff in school. The Headteacher has responsibility for the implementation of this policy.

Only the Headteacher has the authority to exclude a child or, in their absence, the Deputy Headteacher.

If the Headteacher (or Deputy Headteacher) are not on the school site during an incident then every effort should be made to contact them by mobile phone, text, email or by contacting the location they are visiting (even if on a residential trip).

All information should be recorded including a clear timeline of the incident, who was spoken to, who was contacted etc.

The Chair of Governors would be informed in the event of exclusion.

6. Guidelines for implementing an exclusion

EXCLUSION ADMINISTRATION – BEST PRACTICE (from CEC – July 2017)

6.1 Fixed Term Exclusions

A fixed term exclusion can be for any period of time up to 45 days in an academic year.

- Lunchtime = 1/2 day = 1 session (not counting towards 45 days total)
- Half a day = 1 session up to a maximum of 45 days = 90 sessions in an academic year
- One day = 2 sessions

During an exclusion of 1 – 5 days the school is responsible for ensuring that work is set from the first day of the exclusion returned and marked.

Once the decision to exclude has been made by the Headteacher the following process should be followed:

- Appropriate contact to parent /carer immediately informing of the exclusion
- Write to the parent/s within 1 day (using appropriate model letter for length of exclusion). These can be found on Cheshire East's exclusion page on the Centranet.
- Record exclusion on Sims
- Report to the Governing Body.
- If the parent wishes to make representation convene a meeting of the Governors Disciplinary Committee. (See statutory guidance Sept 2017.)

If the exclusion is for longer than 5 days the school is responsible from the 6th day for providing an appropriate full time education at another venue. The relevant information about this should be included in the exclusion letter. Parents/carers should always know at least 24 hours in advance about these arrangements. In the case of an exclusion of 6 days or more the school should also send a copy of the exclusion letter to exclusions@cheshireeast.gov.uk.

If the exclusion is for more than 15 continuous days or accumulates to more than 15 days in a term, a meeting of the Committee of the Governing Body **must** be convened and the parent informed of the meeting date and venue etc. The meeting should be held at a time convenient to all parties.

If a pupil reaches 30 days fixed term exclusion in any one academic year the school should inform the exclusions service at exclusions@cheshireeast.gov.uk

6.2 Permanent Exclusion

Make appropriate contact with the parent /carer immediately and inform of the exclusion. It is good practice for the Headteacher to meet with the parent/carer/pupil to hear their views and any mitigating circumstances that may affect the decision to permanently exclude the pupil. The Headteacher will then verbally inform them of his/her decision and the reasons for it.

Within 1 day the Headteacher **must**:-

1. Write to the parent.
2. Inform the Clerk to the Committee of the Governing Body that a meeting will be required
3. Advise the LA of the permanent exclusion, emailing a copy of the letter sent to the parent(s)
4. Email the LA a completed BSP 1 form attaching all appropriate paperwork enabling them to fulfil their statutory duty to provide sixth day full time education provision.

Schools are advised at all times to use the guidance issued by the Department for Education entitled 'Exclusion from maintained schools, academies and Pupil Referral Units in England' Sept 2017 together with sample letters on the Centranet.

7. Conclusion

It is vitally important that the most up to date procedures are followed and the Cheshire East centranet should always be checked for updates during an exclusion process.

It is also extremely important that staff and governors following this policy must take time to read and understand the gravity of deciding to exclude a child and the decision needs to be taken having reviewed all the evidence in a clear and calm manner.