

Wilton and Barford Primary School



Exclusion Policy

We believe that pupil exclusion is best defined by the Education Act 2002 as 'to exclude on disciplinary grounds' and must be either a fixed term or permanent exclusion. In the school's Pupil Discipline policy, the GB has stated that pupil exclusion is a sanction that will be used only in appropriate circumstances.

Therefore, we acknowledge that a pupil will only be excluded following serious breaches of discipline or if the safety of pupils and school personnel would be harmed if the pupil remained in the school.

The Head and members of the Disciplinary Committee are fully acquainted with the Department for Children, Schools and Families (DCSF) guidance *Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units* (September 2008).

Aims

- To only use exclusion as a last resort, as stated in the school's Behaviour Policy, except when an immediate exclusion is appropriate.
- To have in place early intervention systems to deal with bad behaviour.
- To maintain full-time provision for permanently excluded pupils.
- To have in place systems to reinstate excluded pupils as soon as possible.
- To establish good working relations with parents of pupils who have been excluded.

Procedures

The Role of the Headteacher

When making the decision to exclude the Head will:

- Undertake a thorough investigation into the alleged incident by looking at all the evidence that is available.
- From the outset keep a written record of all the stages of the investigation plus signed witness statements.
- Listen to the pupil's version of what happened.
- Check whether the alleged incident was provoked by racial or sexual harassment and to take into account any breach of the school's equal opportunities policy.
- If she thinks it is necessary, the Head will consult with other relevant people other than those who might be later involved in reviewing this incident.
- Look at alternatives other than exclusion such as, internal exclusion by removal to another class, restorative justice, mediation, a managed move
- Decide on the length of the exclusion; Fixed or Permanent
- Inform parents immediately.
- Report the fixed term exclusion to: The Chair of Governors, The Curriculum Committee, The Local Authority

Fixed Term Exclusion

- ⊕ In any one school year the Head is allowed to exclude a pupil for one or more fixed term periods but not exceeding 45 school days.
- ⊕ During this period of exclusion the school will continue to provide education for the pupil and plan for the pupil to be reinstated after the exclusion period has ended.
- ⊕ Once a decision has been made parents will be informed by telephone and then by letter.
- ⊕ When informing parents the school will use model letters from the (DCSF) guidance 'Improving Behaviour and Attendance'.

Informing the Curriculum Committee and the LA

Within one school day the Head will inform the Curriculum Committee and the LA of a pupil's exclusion.

The Role of the Curriculum Committee

The Curriculum Committee will:

- ⊕ Review all exclusions.
- ⊕ Consider any representations from parents.
- ⊕ Take the following into account when making a decision about exclusion:-
 - special educational needs
 - disabilities
 - gender
 - cultural differences.

Liaison with Parents

Every effort will be made to seek parental co-operation at all stages.

Permanent Exclusion

A pupil may be permanently excluded if:

- ⊕ All other strategies have failed, including holding a PEAR meeting for a child at risk of permanent exclusion.
- ⊕ The offence was a serious one-off offence such as:
 - serious, actual or threatened, violence against a pupil or a member of the school personnel;
 - sexual abuse or assault;
 - possession of or supplying an illegal drug, including alcohol;
 - carrying an offensive weapon;
 - or any other serious offence.

Procedures

The Role of the Headteacher

When making the decision to permanently exclude the Head will:

- ⊕ Undertake a thorough investigation into the alleged incident by looking at all the evidence that is available.
- ⊕ From the outset keep a written record of all the stages of the investigation plus signed witness statements.
- ⊕ Listen to the pupil's version of what happened.
- ⊕ Check whether the alleged incident was provoked by racial or sexual harassment and to take into account any breach of the school's equal opportunities policy.

- ⊕ If she thinks it is necessary, the Head will consult with other relevant people other than those who might be later involved in reviewing this incident.
- ⊕ Inform parents immediately.
- ⊕ Report the permanent to: The Chair of Governors, The Discipline Committee, The Local Authority

Please see attached flow chart.

Monitoring

Annually the Head will report the following to the GB:

- ⊕ The number of exclusions
- ⊕ The type of exclusions
- ⊕ The outcome of each exclusion

Effectiveness

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the GB.

CHILD PROTECTION STATEMENT

At Wilton and Barford Primary School, we believe that every child has the right to be safe and therefore to be cared for in a way that ensures her/his safety and meets her/his individual needs. We recognise that all children need protection at all times from anything or anyone that may cause them harm and work together following the Child Protection Policy to ensure this. We respect all members of the school's community and treat information with confidentiality.

CHECK LIST FOR GOVERNORS' DISCIPLINE COMMITTEE

Has the following documentation been made available to all parties attending the Governors Discipline Committee Meeting in respect of a permanent exclusion from school

	Yes	No
1. A letter from the Head Teacher to the parents/carers clearly specifying the reason for the exclusion.		
2. A clear account of the actual incident including (where relevant) events leading up to it		
3. A written report from the head teacher showing the process of investigation into the incident		
4. Witness statements from pupils or staff who may have seen the incident - including one from the excluded pupil.		
5. Policies which relate to the exclusion, e.g. behaviour/discipline, substance misuse etc.		
6. Background information - behaviour logs (both positive and negative) and details of any previous fixed term exclusions		
7. SEN perspective - including Educational Psychology report/support teacher report/supporting SEN papers (e.g. copy of statement of SEN and evidence of recent review)		
8. SEN Policy (if appropriate). Bearing in mind that Governors have a 'statutory duty to do their best to ensure that the necessary provision is made for any pupil who has S.E.N'.		
9. Evidence of support strategies used (PSP, IEP, CAF etc) and reviews as appropriate which reflect how the pupils needs have been identified and addressed, and whether targets have been met.		
10 Attendance certificate (last full academic year and to date)		
11. Details of meetings involving parents/carers		
12. Written submission from parents/carers regarding their opinion of the current situation.		
13. Evidence of support from outside agencies (where appropriate)		
14. Are there any other factors (gender issues, family crises) about the incident or the pupil's circumstances that you feel should be taken into account?		
15. Have procedures for notifying parents and the time table and procedures laid down for exclusion been followed correctly?		
16. Evidence that consideration has been given to alternatives to exclusion. i.e. restorative justice (if available), mediation, internal exclusion or a managed move to another school.		

Children and Families Branch

Education Welfare Services

Fixed Period or Permanent Exclusions

- All schools must complete this form for all Fixed Period or Permanent Exclusions and return to: Exclusions, Educational Welfare Services, Children and Families Branch, County Hall, Trowbridge. BA14 8JB. on the day of the Exclusion with a copy of the letter sent to the parents.

School DfES No

If on Fresh Start or Reintegration name of Host school

Child/Young Persons Surname Year Group

Child/Young Persons Forename Sex D.O.B

Name of Parent /Carer Phone Number

Child's Address Home

..... Work

Post Code Ethnic group..... Code of Practice Stage

Traveller Child Yes / No Looked After Child Yes / No Exclusion Code

Is this a Fixed Period Exclusion? Yes / No If Yes, how many days?

Date of Offence Date of proposed return to school

Days Excluded, inclusive from To

Is this a Permanent Exclusion? Yes / No Date of offence

Date Permanent Exclusion starts Other agencies involved?

Has the child received previous Fixed Period Exclusions this academic year? Yes/No

If so when, and number of days?

Signed by Head Teacher

Date

