

WHITCHURCH PRIMARY SCHOOL

EXCLUSION OF PUPILS POLICY

1. Introduction

1.1 *'Schools must have policies, procedures and staff training in place that promote good behaviour and prevent poor behaviour. Exclusion will be the last resort after a range of measures have been tried to improve the pupil's behaviour. Head teachers should be able to refer pupils identified as at risk of permanent or fixed period exclusion to alternative or additional provision to meet their individual needs, which could include using the Common Assessment Framework to engage the support of other agencies'. DCSF*

1.2 Whitchurch Primary School seeks to avoid exclusions and they are extremely rare in this school. They take place only for very serious incidents or when other strategies have been tried and have failed over time.

2. Aims and objectives

2.1 The aims and objectives of this policy are :

- To ensure that our school promotes good behaviour and prevents poor behaviour by making our pupils and parents aware of our behaviour policy
- To address the types of behaviour which may lead to exclusion
- To have a procedure in place to help the head teacher and governing body to determine their responsibilities in the exclusion of a pupil
- To ensure that a consistent and non-discriminatory procedure is in place
- To satisfy legal requirements under race, disability and gender discrimination law

3. Assessing risk

3.1 Our behaviour policy states clearly the behaviour which is acceptable within the school premises. A very clear and consistent policy has been set across the school to ensure that the children were all treated equally. In our school we promote and reward good behaviour. A copy of the behaviour policy is available on the virtual learning platform.

3.2 Pupils who exhibit continually poor behaviour under the school behaviour policy will be given a behaviour plan. This will include an individual behaviour chart, with small step objectives set. Parents will be informed of the behaviour plan.

3.3 If a pupil fails to make progress towards targets on the individual behaviour plan the school may put in place an internal exclusion, where the pupil might be excluded from daily activities and will work in a supervised area on work set by the class teacher.

3.4 A pupil may also be subject to an internal exclusion if they have committed a serious disciplinary offence which doesn't seriously harm the education or welfare of the pupil or others in the school. This **may** include an aspect of the following:

- Violence towards an adult or child
- Swearing at an adult
- Racist verbal abuse
- Sustained bullying (see Anti-Bullying Policy)
- Frequent high level disruption to lessons
- Frequent high levels of non-compliance
- Frequent high levels of disrespect to all adults who work in school

4. Exclusion of pupils

4.1 There are four sets of circumstances in which individual pupils may be required to leave the school site.

- A pupil has committed a disciplinary offence and if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school. In these circumstances the pupil may be excluded from school for a fixed period or permanently.
- A pupil is accused of a serious criminal offence but the offence took place outside the school's jurisdiction. In these circumstances the head teacher may decide that it is in the interests of the individual concerned and of the school community as a whole for that pupil to be educated off site for a certain period, subject to review at regular intervals.
- For medical reasons, a pupil's presence on the school site represents a serious risk to the health or safety of other pupils or school staff. In these circumstances a head teacher and teacher in charge may send the pupil home after consultation with the pupil's parents. This is not an exclusion and may only be done for medical reasons.
- A pupil is given permission by the head teacher and teacher in charge, or person authorised by them, to leave the school premises briefly to remedy breaches of the school's rules on appearance or uniform, where this can be done quickly -and easily; this should be for no longer than is necessary to remedy the breach. This is not an exclusion but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, the pupil's absence may be counted as unauthorised absence. In all such cases the parent must be notified and the absence should be recorded. When making this decision, the child's age and vulnerability, and the parent's availability, will need to be considered.

4.2 Exclusion should not be used for:

- Minor incidents such as failure to do homework or to bring dinner money.
- Poor academic performance.

- Lateness or truancy.
- Breaches of school uniform rules or rules on appearance (for example, relating to jewellery, body-piercing, hairstyles, etc.), except where these are persistent and in open defiance of such rules. (Pupils may be sent home, their parents first having been contacted — on recorded authorised absence to change clothes without being excluded; this should be for no longer than is necessary, otherwise it may amount to an unofficial exclusion.
- Punishing pupils for the behaviour of their parents, for example where parents refuse, or are unable, to attend a meeting (guidance on working with parents is contained in the Legal Toolkit for Schools
- Protecting victims of bullying by sending them.

5. Exclusion procedure (See also Appendix B)

5.1 The head teacher's responsibilities are to decide whether a pupil should be excluded from the school – minimum of 5 days per term as the last option.

5.2 Governing body's responsibilities in the exclusion process :

- A committee has to be created for the purpose of reviewing exclusions and to hear representations from parents. The Governing Body can establish a pool of Governors from which the committee is to be drawn; the quorum for the committee is at least three.
- Governors have no power to direct reinstatement in cases where the number of days the pupil has been excluded for in a single term is 5 days or less. Where parents make no representations the committee is not convened.

5.3 The committee's objective is to lead the investigation and to consider whether:

- The school's procedures relating to discipline have been carried out fairly and fully
- The action of the head to exclude a pupil was appropriate

5.4 Where the Governors consider it appropriate they can direct reinstatement, If they cannot direct reinstatement because the period of exclusion has expired and the pupil has returned to school, they can place a copy of their findings on his or her school record. In the case of a permanent exclusion, or one or more fixed period exclusions totalling more than 15 school days in any one term, the Committee must convene a meeting between the 6th and 15th school day after the date of receipt of the notification to consider the exclusion.

5.5 There are no restrictions upon the number of exclusions that can be considered at any one time provided that the timescales for hearing representations are adhered to. Pupils who are excluded who may miss an examination as a result of the exclusion should have their exclusion considered by the committee wherever possible before the examination date. Exceptionally where it is not practical for the committee to meet before the date of the public examination, the Chair of the Committee, alone may consider the exclusion and determine whether to reinstate.

6. Review of the policy

This policy is to be reviewed annually.

Status of this Policy: APPROVED

Date approved by Governing Body: 26 April 2010

Lead contributions from:

Staff: Dawn Chesters

Governors: Curriculum Committee

Appendix A

Link to OCN guidance

http://intranet.oxfordshire.gov.uk/wps/portal/inSITE!/ut/p/c5/04_SB8K8xLLM9MSSzPy8xBz9CP0os3gzC-MqU09LYwN3NwNDA093C4Nqp0BvAyAAykcicyRsYmVkaGIX5-QWZm7saWriYENDtpR-VnpOfBLHST8cZDI-w0DyBjiAowGafnczZ2cDTwO_UEM3Y29jA19DfT-P_NxU_YLciKrU7CALAAj16zc!/dl3/d3/L2dJQSEvUUt3QS9ZQnZ3LzZfNjgzUjVJOTMwMDIHODBJRzgzQVNBUDAwTzM!/?WCM_GLOBAL_CONTEXT=http://apps.oxfordshire.gov.uk/wps/wcm/connect/occ/InSITE/Directorates/Children%2C+Young+People+ +Families/Our+services/Social+Inclusion+Services/Exclusions+and+behaviour+support/LC+-+SI+-+Exclusions+guidance

Appendix B

