

Worlingham CEVC Primary School



EXCLUSIONS POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Headteacher: Mrs Holly Marchand

School No. 935 3111

Date approved:	30.01.24
Name of Committee:	Curriculum and Ethos
Chair of Committee signature:	Peter Hobbs
Date of next review:	Spring 2025

Worlingham CEVC Primary School

EXCLUSIONS POLICY

A decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by the school while always bearing in mind our duty of care to pupils and staff.

The school is responsible for communicating to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

The school will take account of any special educational needs when considering whether or not to exclude a pupil. The Headteacher will ensure that reasonable steps have been taken by the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability. Reasonable steps will include:

- Differentiation in the school's Behaviour Policy
- Developing strategies to prevent potential problematic behaviour
- Requesting external help with the pupil
- Staff training

Where reasonable adjustments to policies and practices have been made, to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified, if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.

No exclusion will be initiated without having first exhausted other strategies or, in the case of a serious single incident, a thorough investigation.

Reasons for exclusion:

- Serious breach of the school's rules or policies, in line with the school's Behaviour policy.
- Risk of harm to the education or welfare of the pupil or others in the school.

Internal Exclusion

Worlingham CEVC Primary School may use internal exclusion as a sanction for a breach of the school Behaviour Policy. This will usually involve a pupil being isolated from their peers in a space within the school, sometimes known as inclusion. The pupil is kept within school and the school can work with the pupil to address the issues leading to the behaviour, and in some cases support the pupil in learning that their behaviour will not result in being sent home. Parents/ carers will be informed and given the reasons for it. The pupil will be supervised closely by appropriate staff and this will also be an opportunity to ensure that the following actions / discussions take place:

- The pupil understands the reason for the internal exclusion and time is spent with a staff member discussing how to avoid a repetition of the sanction;
- Staff take the opportunity to listen to the pupil and act on any concerns raised;
- There is a plan for how the pupil will be reintegrated into the classroom(s) and consideration is taken on any adjustments that should be made to provide proactive support;

- The provision is linked with any learning support arrangements at the school;

Fixed Term Exclusion

A fixed term exclusion will be used for the shortest time necessary to secure benefits without adverse educational consequences.

Exclusion for a period of time from half a day to 5 days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These could include:

- Discussion with the pupil
- Mentoring (adult support)
- Discussion with parents
- Setting targets and agreeing an individual action plan
- Checking on any possible provocation
- Mediation
- Counselling
- Internal exclusion (see further information above)
- Multi-agency support

Exclusion will not be used for minor incidents (e.g. lateness, poor academic performance or breaches of uniform rules).

Single Incident

A Fixed Term exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases the Headteacher will investigate the incident thoroughly, usually via the management team, and will consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged, and if necessary be supported by familiar staff or parents, to give his/her version of events. A member of the Leadership Team will check to find out whether the incident may have been provoked, for example by bullying or harassment. The Headteacher will notify the Chair of Governors of any fixed term exclusions. This governor would not be involved in reviewing the Headteacher's decision if it was appealed by the parent.

Permanent Exclusion

A permanent exclusion is a very serious decision and the Headteacher will consult with the Chair of Governors before enforcing it. As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies, such as:

- Physical assault against a pupil or adult
- Verbal abuse or threatening behaviour against a pupil or adult
- Possession or use of an illegal drug on the school premises

- Bullying
- Racial harassment
- Use, or threat of use, of an offensive weapon or prohibited item
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability
- Persistent disruptive behaviour

A permanent exclusion could also result from a number of fixed term exclusions for similar reasons to the above, where the period of exclusion would gradually increase on each occasion. A pupil may be excluded (suspended) for one or more fixed periods (up to a maximum of 45 school days in a single academic year).

The decision to exclude

If the Headteacher decides to exclude a pupil he/she will:

- Ensure that there is sufficient recorded evidence to support the decision
- Explain the decision to the pupil
- Contact the parents, explain the decision and ask that the child be collected
- Send a letter to the parents confirming the reason for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return
- Ensure that appropriate work is set and that arrangements are in place for it to be marked
- Plan how to address the pupil's needs on his/her return
- Plan a reintegration meeting with parents and pupil prior to his/her return to school

An exclusion will not be enforced if doing so may put the safety of the pupil at risk.

Behaviour outside School

Pupils' behaviour outside school on school trips and sporting events is subject to the school's behaviour policy. Negative behaviour in such circumstances will be dealt with as if it had taken place in school.

Marking Attendance Registers following Exclusion

When a pupil is excluded temporarily, he/she will be marked as absent using Code E. The school will also notify the Local Authority and any other relevant agencies if the child is under a social worker.

Procedure for Appeal

If parents wish to appeal against the decision to permanently exclude, the matter will be referred to the Pupil Discipline Committee, who were not involved in the initial decision to exclude, will acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within five days.

Records relating to the decision to exclude and the parents' complaint will be copied to all parties not later than two days prior to the hearing. In no circumstances however will the school or its staff be required to divulge to parents or others any confidential information on or the identities of pupils or others who have given information which has led to the exclusion or which the Headteacher has acquired during an investigation.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher, friend or Parent Support Advisor. Legal representation will not normally be appropriate. If possible, the governors will resolve the parents' complaint without the need for further investigation. Where further investigation is required, governors will decide how it should be carried out. After consideration of all the facts considered to be relevant, the governors will reach a decision on whether to uphold or rescind the exclusion or make other recommendations. This decision will be made within ten days of the hearing.

Parents will be informed in writing of the governors' decision and the reasons for it. Their decision will be final. The governors' findings and any recommendations will be sent in writing to the parents, Headteacher and governing body.

Parents are entitled to appeal against a governing body's decision if it has upheld the Headteacher's decision to **permanently exclude** their child; even if they did not make a case to, or attend, the governors' meeting.

Links and Addendums

This policy is led by the most up to date guidance from the DfE and Suffolk Local Authority. The web link to the Local Authority is below.

<https://www.suffolk.gov.uk/children-families-and-learning/schools/pupil-attendance-and-welfare/exclusions-from-school/>

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The well being and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.