

## **EXCLUSION POLICY**

Last review date: July 2021

Next review date: July 2022

Derived from DFE advice and The Key.

### **Introduction**

At Fosse Bank, incidents of disruptive or unacceptable behaviour are rare and usually dealt with through the school's Behaviour and Discipline Policy. Exclusion of children is a last resort when all other strategies and sanctions have failed.

Only the Head can exclude a pupil from the school after appropriate consultation with the Chair of Governors.

### **Use of Exclusion**

Before reaching a decision to exclude a pupil the Head teacher:

- Undertakes a thorough investigation of the allegations, allowing the pupil to give their version of events
- Has discussion with the child's parents
- Checks whether the incident appeared to be proved by racial or sexual harassment (see policies on Equal Opportunities and Bullying)
- Takes account of whether the pupil is from a group at particular risk (e.g. children from families under stress, minority, ethnic children)
- If necessary, consults others (not those members of any disciplinary committee): see below
- As far as is practicable keeps the matter confidential until such time as the disciplinary committee has met

A decision to exclude a child for a fixed period or permanently would be taken only:

- In response to a serious and repeated breaches of the Behaviour/Discipline and Bullying Policy (e.g. verbal abuse, physical violence, theft, wilful disobedience, wilful damage to property, bullying including cyber or internet)
- Once a range of alternative strategies have been tried and failed
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school
- Their behaviour puts the safety of themselves or others at risk
- In exceptional circumstances a permanent exclusion can be given for a first offence. The Head teacher would ensure that there is clear, unequivocal evidence of a serious offence before permanently excluding a pupil.

### **Reporting on Exclusion**

The KCC proforma for exclusion reporting would be used

The Head teacher informs the Chair of Governors immediately of any permanent exclusion and of all exclusions which result in the pupil missing more than 5 school days in any one term.

The Head teacher will have had prior documented meetings with parents and will notify the parent immediately, in person or by telephone if possible, and this is followed by a letter explaining:

- Why the pupil has been excluded.
- The length of the exclusion.
- Steps taken by the school to try and avoid the exclusion.
- Any arrangement for enabling the pupil to continue their education.
- The parent's right to appeal against the decision to the Governors (initially in writing to the Chairman of Governors).
- If the exclusion is permanent the date the permanent exclusion takes effect, details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken before the present incident are taken into account at the Appeal.

Exclusion cases are treated in the strictest confidence.

### **Length of Exclusion**

Pupils can be excluded for a maximum of 45 days in a school year for periods of 1 to 15 days per term.

For every fixed-term and permanent exclusion, a written report on the incident will be produced by the teacher/adult who dealt with the incident and by the Head and kept on file.

A pupil excluded permanently will remain on the school roll while any review or appeal is in progress.

### **Appeals**

When the Governors meet to consider an exclusion, they consider the circumstances under which the pupil was excluded, consider any representation by parents and consider whether the pupil should be reinstated. Their decision at appeal is final.

### **Fees**

Fees will not be refunded for any pupil when a fixed-term or permanent exclusion is applied.

## **Appendix 1**

### **Sanctions**

For more disruptive or unacceptable behaviour, Early Years children are moved from a 'happy face' to a 'sad face'. 'Disappointment slips may be given to children by staff for misdemeanours which are given by the pupil to the parent to be signed. In P.E. lessons or in the playground offences 'Yellow cards' are given to KS1 and KS2 children by staff and a third 'yellow card' results in a red card which equals loss of playtime. If bad behaviour persists the teacher may isolate the child within the classroom or exclude the child by sending them to another teacher. The teacher may choose to send the child to the Deputy Head. Once a child has a red card, they must meet with the Deputy Head to explain their behaviour and to discuss the appropriate and positive path forward. If subsequent unacceptable behaviour ensues, the parents are telephoned and / or called in by the Head. Any stage of this process can be bypassed if the behaviour is considered to be serious.

Serious disciplinary offences may be dealt with through a temporary or permanent exclusion and must be recorded in the 'Sanctions Book' in the Head's Office:

- any behaviour outlined in the Behaviour and Discipline Policy
- any behaviour outlined in the Race Equality Policy
- physical or violent behaviour
- swearing or verbal abuse
- disrespect to adults or peers
- wilful damage to school or personal property