



# **The Coppice Primary School Exclusions Policy**

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## **Rationale**

To realise our school vision of '*Happy, Confident and Successful Learners, Well Prepared for Life*' we believe that we need to ensure the safety and well-being of all members of the school community, and to maintain an appropriate educational environment in which all can learn and succeed.

## **Introduction**

The decision to exclude a child will be taken in the following circumstances:-

a) In response to a serious breach of the School's Behaviour Policy; i.e. extreme behaviour, within break time, lesson time, to and from school that falls outside the remit of the school's behaviour system and where implemented bespoke systems such as an Individual Behaviour Plan (IBP) or Pastoral Support Plan (PSP) (actively involving the support of parents) and monitored using a behaviour report card, have not worked.

Therefore, if a child has persisted in extremes of behaviour (e.g. bullying, verbal aggression, physical aggression, defiance, extreme disrespect, vandalism etc.) then the school will permanently exclude

(A PSP and guidance can be found in the Behaviour Policy folder contained within the School Policies folder on the school's P-Drive).

b) If allowing the child to remain in School would seriously harm the education or welfare of the child or others in the School.

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Head, the Deputy Head who is acting in that role).

Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the School's Behaviour Policy:

- Verbal abuse to (whether to other children or school staff), including racial abuse
- Physical abuse (whether to other children or school staff)
- Indecent behaviour
- Damage to property
- Theft
- Threatened violence (whether to other children or school staff)
- Inappropriate sexual behaviour (e.g. sexual abuse or assault)
- Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the child's behaviour.\*\*

The Headteacher, using his professional judgement, may consider exclusion is not appropriate dependent on context or severity of incident.

We realise that an additional aim of this policy must be to reduce the need to use exclusion as a sanction; consideration needs to be given to very young children in particular here. As part of our duty of care the school realises that exclusion in many circumstances is not 'the solution', and, accordingly, will strive to implement support strategies that help children manage their behaviour better, and keep them in school. However, it may be that exclusion, if appropriate, is used as a 'stop gap' measure until things can be put in place\*; also consideration needs to be given to the final bullet point

above.\*\*

If the school has applied this policy properly then the expectation is that parents cooperate and demonstrate their active support of this policy accordingly.

There may be times when the Headteacher considers it appropriate to manage an in-school, informal exclusion.

### **Exclusion procedure**

The Coppice Primary School will adhere to procedures as described in the DFE document *Exclusion from maintained schools, Academies and pupil referral units in England* (available on the DFE website).

- Most exclusions are of a fixed term nature and are of short duration (usually between one and three days).
- The DfE regulations allow the Headteacher to exclude a child for one or more fixed periods not exceeding 45 school days in any one school year.
- The Trustees have established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a child being excluded for over 15 days in a school term. (In relation to procedural matters pertaining to the composition and operation of the Trustees' Pupil Discipline Committee, the Governing Body has agreed to adopt the procedural guidelines prepared by Worcestershire LA).
- The Trustees have established arrangements to review fixed term exclusions which would lead to a child being excluded for over five days but not over 15 days in a school term where a parent has expressed a wish to make representations.
- Following exclusion parents are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LA as directed in the letter.
- A return to School meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Leadership Team, and other staff where appropriate.
- During the course of a fixed term exclusion where the child is to be at home, parents are advised that the child is not allowed on the school premises, and that daytime supervision is their responsibility, as parents/guardians.

### **Permanent Exclusion**

The decision to exclude a child permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

1. The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a PSP that offers a range of strategies, which have been used without success (e.g. the child has refused to engage with these). It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying.
2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a child for a first or 'one off' offence (e.g. serious violence against another child or a member of staff)

### **General factors the school considers before making a decision to exclude**

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of

others in the school or the child concerned. Before deciding whether to exclude a child either permanently or for a fixed period the Head will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the school's Behaviour Policy, Equal Opportunity and Race Equality Policies.
- Allow the child to give her/his version of events.
- Check whether the incident may have been provoked (e.g. by bullying or by racial harassment).
- Ensure appropriate support has been put in place (e.g. a PSP), taking into account the above.\*

If the Head is satisfied that on the balance of probabilities the child did what he or she is alleged to have done, exclusion will be the outcome.

### Exercise of discretion

In reaching a decision, the Head will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate.

In considering whether permanent exclusion is the most appropriate sanction, the Head will consider the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the school's Behaviour Policy and the effect that the child remaining in the School would have on the education and welfare of other children and staff.

In line with its statutory duty, these same two tests of appropriateness (detailed above) will form the basis of the deliberations of the Trustees' Pupil Discipline Committee, when it meets to consider the Headteacher's decision to exclude. This Committee will require the Headteacher to explain the reasons for the decision and will look at appropriate evidence, such as the child's school record, witness statements and the strategies used by the school to support the child prior to exclusion.

### **Lunchtime Exclusion**

Children whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. This will be treated as fixed term exclusion and parents will have the same right to gain information and to appeal.

### **Behaviour Outside School**

Children's behaviour outside school on school business (e.g. school trips and journeys, away school sports fixtures) is subject to the school's Behaviour Policy. Poor behaviour in these circumstances will be dealt with as if it had taken place in School. For behaviour outside school but not on school business this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the children of the school. If a child's behaviour in the immediate vicinity of the school or on a journey to and from school is poor and meets the school criteria for exclusion then the Head may decide to exclude.

### Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

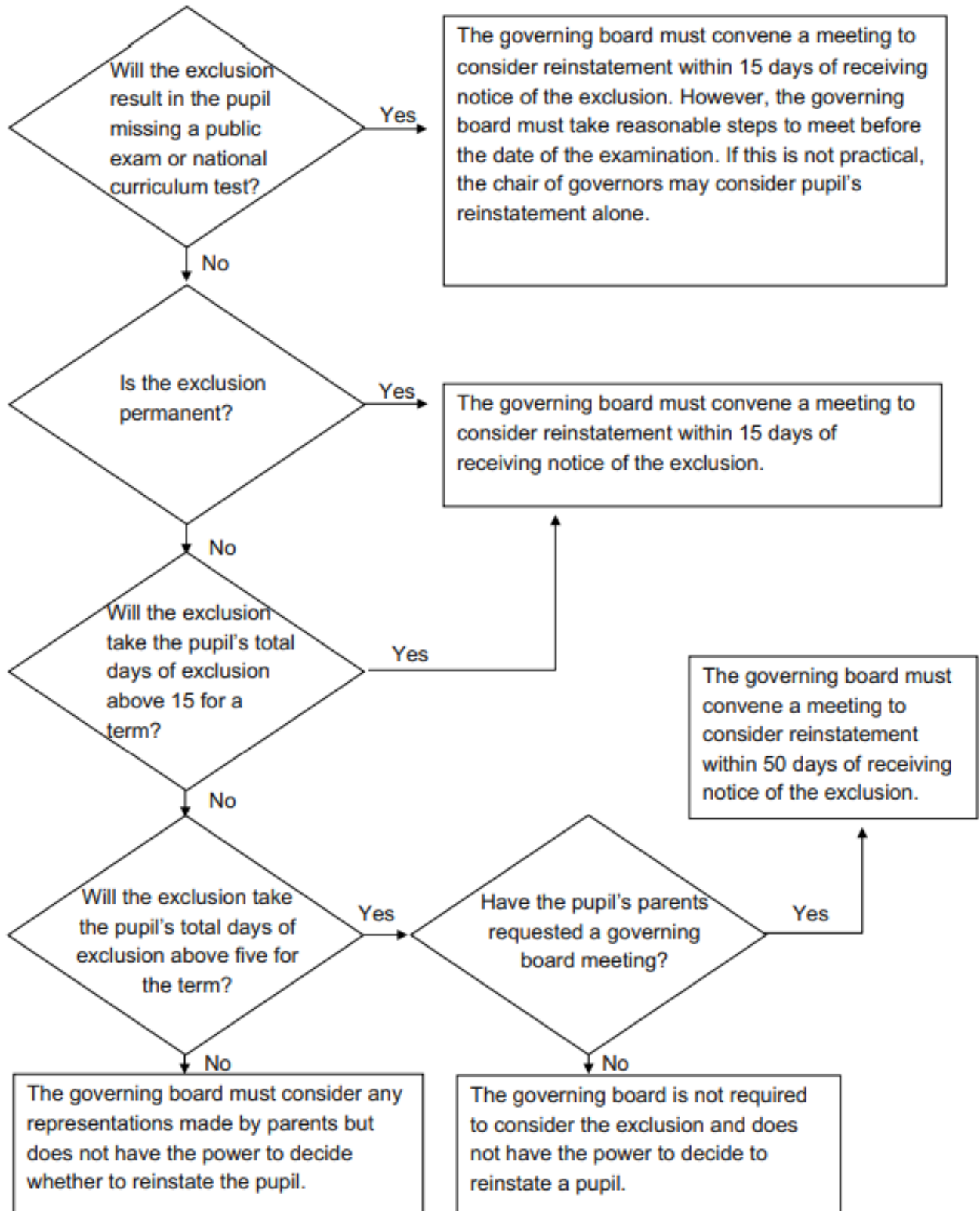
All data will be handled in accordance with the school's GDPR Data Protection Policy.

<b>Name of policy</b>	<b>Content</b>	<b>Reason for policy</b>	<b>Who does it relate to?</b>	<b>Where is it stored?</b>
Exclusions Policy	Detailing procedures linked to the exclusion of a child	To ensure that there is a fair, consistent and equitable process around the management of exclusions	Pupils and staff	School shared drive

As such, our assessment is that this policy:

<b>Has Few / No Data Compliance Requirements</b>	<b>Has A Moderate Level of Data Compliance Requirements</b>	<b>Has a High Level Of Data Compliance Requirements</b>
	✓	

## Annex A – A summary of the governing board’s duties to review the head teacher’s exclusion decision



The governing board may delegate its functions to consider an exclusion to a designated committee. References to days mean 'school days'.