



Larkrise School

Exclusion Policy

Reviewed By: Phil Cook

Adopted: March 2018

Review: February 2019

Guide to the Law – Miscellaneous

Larkrise School Exclusion Policy



1. Introduction:

A decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by Larkrise School.

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.

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

2. Reason for exclusion:

- Serious breach of the schools rules and policies.
- Risk of harm to the education or welfare of the pupil or others in the school.
- Breakdown of the relationship between the school and parents.

Any exclusion will be at the recommendation of the Headteacher and at the discretion of the Governors.

3. Temporary Exclusion:

A temporary exclusion should be for the shortest time necessary; Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

4. Persistent or Cumulative Problems:

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:

- Inreach behaviour support
- Discussion with the pupil
- Mentoring

- Discussion with parents
- Target setting
- Checking on any provocation
- Mediation
- Counselling
- Internal exclusion

Exclusion will not be used for minor incidents (e.g. failure to do homework, lateness or breaches of uniform rules), except where these are persistent and defiant.

5. Single Incident:

Temporary 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 and consider all evidence to support the allegation, taking account of the schools policies. The pupil will be encouraged to give his/hers version of events and the Headteacher will check whether the incident may have been provoked.

If necessary the Headteacher will consult a governor but not the governor who may have a role in reviewing the Headteachers decision.

6. 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 or a disciplinary offence such as:

- Serious actual or threatened violence against another pupil or a member of staff
- Carrying an offensive weapon
- Persistent Bullying
- Racial Harassment

7. 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
- Inform the appropriate authority
- 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 reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the pupils return.
- In cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked.
- Plan how to address the pupils needs on his/her return.
- Plan a meeting with parents and pupil on his/her return.

An exclusion should not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply by, for example refusing to collect the child, the child's welfare is the priority.

8. Behaviour Outside School:

Pupils behaviour outside school on school business e.g. on school trips, at sports fixtures, is subject to the schools behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place at school.

9. Pupils Special Educational Needs:

The school must take account of the special educational needs when considering whether or not to exclude a pupil.

We have a legal duty under the Disability Discrimination Act 1995 as amended not to discriminate against pupils with special educational needs by excluding them from school for behaviour related to their disability. The Headteacher should 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 could include:

- Differentiation in the schools behaviour policy
- Developing strategies to prevent the pupils behaviour
- Requesting external help with the pupil
- Staff training

Were reasonable adjustments to policies and practices have been made to accommodate a pupils 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.

10. Marking Attendance Register Following Exclusion:

When a pupil is excluded temporarily, he/she should be marked as absent using Code E.

11. Procedure for Appeal:

If parents wish to appeal the decision to exclude, the matter will be referred to the Governors. Two Governors, 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 which has led to the exclusion or which the Headteacher has acquired during an investigation.

The parents maybe accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible the Governors will resolve the parent's complaint without the need for further investigation. Where further investigation is required, the Governors will decide how it should be carried out. After due consideration of all the facts they consider to be relevant, the Governors will reach a decision on whether to uphold or rescind the exclusion or they may make other recommendations. This decision will be made within ten days of the hearing.

The Governors will write to the parents informing them of the decision and the reasons for it. The decision of the Governors will be final. The Governors findings and, if any, recommendations will be sent in writing to the parents, the Headteacher and the other Governors.

12. Policies and Guidelines:

Guidelines for exclusion published by the Local Authority and the schools behaviour policy are also to be referred to when there is a requirement to action this policy.