

# SCHOOL EXCLUSION POLICY

WRITTEN/LAST REVIEWED BY: MONA EL MASRY  
RATIFIED BY: SLT  
FILE PATH:

DATE: NOVEMBER 2019  
IMPLEMENTED:  
DUE FOR REVIEW: NOVEMBER 2022



## Rationale:

We recognise that behaviour can sometimes be symptomatic of a real, deeper need for our support and understanding. Where patterns emerge we systematically intervene, drawing up an action plan with the child, parent and teacher. The Deputy Headteacher has overall responsibility for analysing and sharing the data with class teachers. It is the class teacher, parents' and the child's responsibility to ensure the action plan is followed. A decision to exclude a pupil, either internally, for a fixed period or permanently is seen as a last resort by the school (**refer to the 'Discipline Matrix' attached to the Behaviour Policy for details of strategies and procedures**). The physical and emotional health of our children and staff is our primary concern, and we therefore accept that in some serious situations, exclusion may be necessary, if all other strategies have been exhausted. A decision to exclude a pupil, either internally, for a fixed period, or permanently is seen as a last resort by the school.

## Aims:

- Approach all challenging behaviour in a supportive and positive way
- Use behaviour data to assess patterns of challenging behaviour in pupils
- Investigate thoroughly every single incident
- Attempt different strategies before initiating exclusion

## Reasons for exclusion:

- Serious breach of the school's rules or policies;
- Serious risk of harm to the education or welfare of the pupil or others in the school.

This can either be a very serious incident or the repetition of serious incidents. Any exclusion will be at the decision of the School Director, usually in consultation with other members of the Senior Leadership Team (particularly if they were involved in investigating the incident).

## Types of Exclusion:

### Internal Exclusion:

An internal exclusion is a discretionary measure, where a pupil's behaviour is escalating and more serious measures need to be taken but there are not yet grounds for an external / fixed-term exclusion. Internal exclusion is when a pupil must work away from their class for a fixed amount of time in a different classroom. Typically, a child receiving a consequence of this level should be receiving additional support for their behaviour, intended to help them to avoid their behaviour escalating to a point where a fixed term exclusion is necessary (examples: behaviour report to address specific behaviours causing a problem; support from the school counsellor etc)

### Temporary / Fixed-Term exclusion:

A temporary / fixed term exclusion is when a child is excluded from school and must remain home for a fixed amount of time. This should be for the shortest time necessary to ensure minimal disruption to the child's education, whilst mindful of the seriousness of the breach of policy.

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## **Permanent Exclusion** :(KS4 Pupils only)

A permanent exclusion is when a child is permanently excluded from school and not allowed to return. This is a very serious decision and the Headteacher will consult with the Senior Leadership Team and the School Director as soon as possible in such a case.

## **Exclusion Procedures:**

- ensure that there is sufficient recorded evidence to support the decision (all misconduct reports, behaviour records, parental contact, official letters and incident reports are found in the relevant student file);
- explain the decision to the pupil if the pupil is in the state of mind to listen to the decision;
- send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or temporary including the length of the exclusion and any terms or conditions agreed on for the pupil's return;
  - inform transportation department of the decision in case the pupil uses the bus service
- ensure that appropriate work is set and that arrangements are in place for it to be marked in case of internal exclusion only
- plan how to address the pupil's needs and reintegration into their class;