

EXCLUSION POLICY

Approved by Staffing & Curriculum Committee: December 2015
Review Date: December 2018

The purpose of this policy is to set out the criteria and the process for the exclusion of a pupil if such a situation arose. To exclude a child from school is a very serious step to take and it is necessary therefore to be clear of the guide lines and actions before doing so. Our behaviour and discipline policy covers day to day sanctions and rewards in school, this exclusion policy deals with serious incidents and one off occasions when the behaviour and discipline policy is not appropriate. All exclusions will follow the clear procedures laid down in DCSF 'Improving Behaviour and Attendance – Guidance on Exclusion from Schools and Pupil referral Units (September 2007) and this policy should be read in conjunction with this document. If a child has reached a point where the school considers there may be a case for exclusion due to repeated unacceptable behaviour parents will be contacted and informed that formal records are now being kept.

The decision to exclude a pupil both for a fixed period or permanently should be taken only:

- In response to serious breaches of the school's behaviour policy
- If allowing the pupil to remain in school would harm the education or welfare of the pupil or others in the school.

We believe the following behaviour is unacceptable: -

- Swearing or verbal abuse towards children or adults within the school.
- Spitting
- Kicking to cause injury
- Other violent behaviour
- Fighting with intention deliberately to hurt adults or children in the school
- Theft
- Refusing to do as asked by an adult
- Being consistently defiant
- Vandalism which is planned and deliberate
- Rudeness to any adult in school
- Inappropriate sexual behaviour
- Verbal bullying directed at children or adults
- Making racial or sexist comments
- Physical harmful behaviour

However, there will be exceptional circumstances where it is appropriate to exclude a child for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug, dealings with alcohol or other substances
- Carrying an offensive weapon.

In this type of incident we will consider contacting the police where a criminal offence may have taken place and contact other appropriate agencies.

Unofficial exclusions are not legal regardless of whether they are done with the agreement of parents or carers. If a parent decides that they would like to remove their child for a part of the school day to avoid further disciplinary issues this will be recorded as authorised absence.

If pupils are sent home in response to a breach of discipline, even for short periods of time, this must be formally recorded as an exclusion.

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Exclusion procedure

The Headteacher will have a file and will record each offence or incident on separate sheets for each child.

The child will be supported throughout the school by our positive approach to behaviour and help will be given to modify the child's behaviour including de-escalation techniques. However if a child persists in making poor behaviour choices it may result in an exclusion.

When a child is first excluded they can not attend the school for 1 day. This will be increased if they are excluded again. This may also change if the offence or incident is very serious or dangerous.

Following Exclusion

On returning from 1 day exclusion, the parents and child will be invited to meet with the headteacher at 8:45 am to discuss the way forward and to agree terms of behaviour.

If the child demonstrates unacceptable behaviour again the same steps will be taken. However the exclusion period will be 3 and then 5 days.

A child who still demonstrates unacceptable behaviour can be excluded for up to 45 days in any one school year.

Permanent exclusion may also be used for 'persistent offenders'.

During a period of exclusion lasting more than one day, parents will be asked to telephone school and make an appointment to see the Headteacher and members of the staff team.

At such a meeting, future possible exclusions and procedures will be explained to the parent(s).

Any exclusions or serious behaviour incidents will be reported six times per year.

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BEHAVIOUR RECORD

Name of child Class

Type of unacceptable Behaviour and Circumstances in which it occurred	Date/Time	Signature of Headteacher/Teacher	Signature of Parent
1			
2			
3			
4			
5			
6			