

## EXCLUSION POLICY

Approved by Curriculum and Standard Committee: **September 2021**

Review Date: **September 2022**

**Kennet Valley C of E VA Primary school has a deep rooted Christian ethos which enables us all to learn and succeed in a caring, thoughtful Christian community. Our school respects and welcomes all genders, faiths, cultures and abilities, and encourages everyone to reach their potential.**

This policy has been written as the result of teacher discussions and should be read in conjunction with the following policies:

- Behaviour Policy
- SEN policy
- Equalities
- Child Protection

The governors and staff of Kennet Valley Primary School have met to discuss procedures to follow in matters of discipline, which may result in exclusion of a child. These children have gone beyond the bounds of acceptable behaviour. They do not respond to the sanctions and rewards system operated throughout the school. 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 2008) and this policy should be read in conjunction with this document.

Our aim is to make it clear to all stakeholders that we actively seek to avoid exclusions and that the exclusion of a pupil is a decision that is never taken lightly. Good behaviour of pupils should always be encouraged through positive behaviour strategies. Exclusion is a final sanction related to the aims, values and procedures identified in the Ethos, behaviour and discipline policy. This policy is written 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.

We believe the following behaviour is unacceptable: -

- Swearing
- Spitting
- Kicking to cause injury
- Fighting with the intention deliberately to hurt
- Stealing
- Refusing to do as asked by an adult. Being consistently defiant and high levels of non-compliance
- Frequent high levels of disruption to lessons
- Vandalism which is planned and deliberate
- Rudeness and disrespect to any adult in school
- Inappropriate sexual behaviour
- Verbal bullying directed at children or adults
- Racial abuse

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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 contacting other appropriate agencies.

The Headteacher (or in her absence the teacher in charge) is the only member of staff able to exclude a pupil. The governing body's role is to monitor the practice of the school in connection with this policy and to carry out duties involved when representations and appeals are made by parents/carers. Exclusions are extremely rare, taking place for very serious incidents or when other strategies have been tried and have failed over time. All exclusion cases will be treated in the strictest confidence with only people associated with the education and welfare of the child aware of the details.

Informal or unofficial exclusions are illegal and therefore will not take place even with the agreement of the parents or carers.

A decision to exclude a pupil permanently should only be taken in response to serious breaches of the school's ethos, behaviour and discipline policy and if by allowing the pupil to remain in school this would seriously harm the education or welfare of the pupil or others in the school. If a pupil receives repeated fixed exclusions within an academic year, the Headteacher may also consider permanent exclusion.

In most cases, exclusion will be the last resort after a range of measures have been tried to improve the pupils behaviour and after a range of strategies have been put in place to address the inappropriate behaviour which may lead to exclusion.

The Headteacher and staff will identify pupils whose behaviour places them at risk of exclusion and seek additional provision to meet their individual needs. This could include working in partnership with other agencies. When a child shows extreme behaviours, a risk assessment and positive handling plan will be produced as part of assessing and controlling potential concerns as well as providing support for the pupil and the school community.

#### Exclusion procedures

Before excluding the Headteacher/teacher in charge should:

- Ensure an investigation has been carried out
- Consider the evidence and the school's policies
- Allow (where possible) the pupil to give their version of events
- Check the provocation for the incident
- Give attention to the balance of probabilities (when there is a disagreement in witness reports)
- Keep a written record of actions taken, interviews, such as witness statements should be signed and dated
- Seek advice (if possible) from the Headteacher if she is off-site.

If the Headteacher wishes to seek advice she may do so before excluding a pupil but not from anyone who may later have a role in reviewing any decision she makes.

When a Headteacher/teacher in charge excludes a pupil, she will:

- Formally record and specify the length of the exclusion – half day, full day or lunchtime
- Notify parents of the exclusion (initially by telephone and then by letter) – see paragraph 88 of the

DCSF guidance

- Provide parents with the Wiltshire booklet on exclusions (see appendix)
- Consider child protection issues e.g.: bearing in mind whether the parent/carer is at home
- Send work home (which will need to be marked); provide alternative provision
- Arrange suitable full-time educational provision if the fixed period of exclusion is six school days or longer
- Plan how best to address the pupil's problems
- Inform the Chair of Governors if it means the pupil would be excluded for more than five school days in a term or the pupil would miss a public examination
- Send a copy of the exclusion forms as well as the letter sent to the parents to the LA on the day of the exclusion (see appendix)
- Report exclusions to the governing body giving details itemised in paragraph 93 of the DCFS' guidance
- Record absence on the register as E (when the work has been provided for home) and the pupil has received a fixed period exclusion or permanent exclusion (until alternative provision is made when an appropriate code such as B or D should be used

The headteacher is allowed to exclude a pupil for one or more fixed periods which, when aggregated, does not exceed 45 school days in any school year. A lunchtime exclusion is counted as half a day for statistical purposes.

If a pupil has been excluded on a fixed term the headteacher/teacher in charge will arrange for a reintegration interview at school (ideally on the day the child returns to school but if not, within 15 days of the first day of the exclusion). This interview will take place with the parent and the pupil considering the advice provided in paragraph 41 of the DCSF's guidance.

If further evidence comes to light, a fixed period exclusion can be converted to a permanent exclusion.

The parents of the excluded child:

- Must ensure that the pupil is not present in a public place during normal school hours without reasonable justification
- Must comply with the exclusion; if not the school will consider contacting the LA and other authorities

The governing body will:

- Establish a committee consisting of at least three governors, plus clerk, to fulfil its duties with regards to exclusions
- Give the chair of this committee the casting vote when even numbers of governors are considering the case
- Review issues relating to public exams and National Curriculum tests, following advice itemised in paragraphs 98-99 of the DCSF's guidance
- Try to ensure governors engaged on this committee have received appropriate training
- Review any exclusion which is a permanent exclusion or a fixed period exclusion that would result in a pupil excluded for more than 15 working days in one term or missing a public examination
- Consider promptly any representation made by the parent, even when the exclusion is for 5 days or fewer in one term

- Allow the pupil to attend a hearing and to speak on his/her behalf should he/she wish to do so (subject to the pupil's age and understanding)
- Respond when receiving a notice of an exclusion from the Headteacher (in accordance with the guidance in paragraph 103-118 of the DCSF's guidance)
- Cooperate with the LA who might need to make arrangements for the Independent Appeals Panel to hear an appeal against permanent exclusion (where the governing body have upheld the exclusion) – see art 5 of the DCSF's guidance)

Extra procedures related to permanent exclusions:

If the pupil lives outside the LA, the Headteacher must advise the LA of the exclusion so that they can make arrangements for full-time education after 5

