

**LOVE, COURAGE & RESPECT**  
Learning and Achieving Through Love, Courage and Respect

# **BRIGHSTONE C.E. PRIMARY SCHOOL**



## **EXCLUSION POLICY March 2022**

<b>Date Issued</b>	<b>Prepared By</b>	<b>Approved By</b>	<b>Review</b>	<b>Changes made</b>
05.05.2022	MJ	RL / JC	01.05.2023	Changes to improve clarity

**Signed:** \_\_\_\_\_

**Chair of Governors/Governor**

## **Exclusion Policy**

### **Rationale**

Brighstone C.E Primary School has a Promoting Positive Behaviour Policy that aims to ensure that our children develop good emotional, social and behavioural skills that will equip them well for life. There are procedures in place to ensure the safety and wellbeing of all members of the school community. The Promoting Positive Behaviour Policy includes strategies to help improve the behaviour of individual pupils and consequently avoid exclusion.

However, in rare cases, it may be necessary to exclude a pupil:

- In response to a serious breach of the School's Behaviour Policy, or
- If allowing the pupil to remain in School would seriously harm the education or welfare of the pupil or the school community

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in their absence, a member of the Senior Leadership Team when officially delegated in that role).

### **Procedures for exclusion**

There are two types of exclusion:

Fixed Period Exclusion

Permanent Exclusion

Exclusion, whether fixed period or permanent, may be used for unacceptable behaviour and serious infringements of the school's Behaviour Policy. Please see appendix A for the national standard list of reasons for exclusion.

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgment that exclusion is an appropriate sanction.

### **Fixed period exclusion**

Fixed period exclusions are of short duration (usually between one and three days). The DfE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

The length of the exclusion will be determined by the Headteacher depending upon the severity of the misconduct. This may be lengthened by up to 5 days to give more time to meet with parents and other professionals in order to put appropriate plans in place to support the pupil on their return to school.

Procedure for fixed period exclusion:

- Following exclusion, parents are contacted immediately by telephone or by a home visit to arrange collection and supervision of the pupil. A letter will also be sent giving the reason for the exclusion and the date the exclusion ends. This letter will also give information to parents regarding their right to contact the Governing Body, the Local Authority and national support services if they wish to do so. This letter follows the DfE legal requirements. The school must explain:
  - the reason(s) for the exclusion;
  - the parents/carers right to make representation to the Governors Discipline Committee;
  - the arrangements made for setting and marking work during the exclusion, and for full time provision if the exclusion is for more than 5 school days;
  - the parents/carers right to see their child's school record.
- The Headteacher will also inform the Local Authority of any fixed period exclusion.
- The Headteacher will make arrangements for the excluded child to receive schoolwork to do at home until he/she returns to school.
- Educational provision must be made from the first full day of exclusion for all Looked After Children (LAC) and as soon as possible for all other pupils.

- A reintegration meeting will be held at school for the parents, pupil and appropriate school staff, including a member of the Leadership team, when the pupil returns to school.
- The Headteacher must inform the Governing Body if a pupil is excluded for more than 15 days in one term. A Governor Pupil Discipline & Exclusion Panel must sit to consider the exclusion if the total period reaches 15 days in one term. The parents may also request a Governor Pupil Discipline & Exclusion Panel considers the exclusion if 5 days are reached in a term.

### **Permanent Exclusions**

Procedures for permanent exclusion:

- The Headteacher informs the parents/carers of the exclusion both verbally and in writing. The letter will inform the parents/carers of their right to make representations to the school's Governing Body and Local Authority.
- The Headteacher will notify the Local Authority and the school's Governing Body via the Clerk within one day.
- The Governing Body's Pupil Discipline & Exclusion Panel will convene a meeting within 15 school days of notification to consider the case. They will invite the parent/carers, Headteacher and a Local Authority officer.
- The child remains on the school register until the appeals procedure is completed or until the parents/carers confirm that they accept the exclusion and intend to make other arrangements. The Headteacher will arrange for work to be set and monitored during the first 5 days of the exclusion and then this responsibility is taken over by the Local Authority.

A child will only be excluded from school as a last resort.

### **Alternatives to Exclusion**

Alternative strategies to exclusion are included in the Promoting Positive Behaviour Policy. The threat of a permanent exclusion will never be used as the means to coerce parents to move their child to another school.

### **Behaviour Outside School**

Pupils' behaviour outside School on school activities, for example school trips or sports events, is subject to the school's Promoting Positive Behaviour Policy and unacceptable behaviour will be dealt with as if it had taken place in school. For behaviour outside school but not linked to a school activity, this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline in school. If pupils' behaviour in the immediate vicinity of the school or on a journey to and from school is poor and meets the school's criteria for exclusion then the Headteacher may decide to exclude.

### **Drug Related Exclusions**

In making a decision on whether or not to exclude for a drug-related offence, the Headteacher will seek advice from the Local Authority. The decision will depend on the precise circumstances of the case and the evidence available. In some cases, fixed period exclusion will be more appropriate than permanent exclusion.

## **Appendix A**

### **National Standard List of Reasons for Exclusion**

#### **PP - Physical assault against pupil**

Includes:

- Fighting
- Violent behaviour
- Wounding
- Obstruction and jostling

#### **PA - Physical assault against adult**

Includes:

- Violent behaviour
- Wounding
- Obstruction and jostling

#### **VP - Verbal abuse / threatening behaviour against pupil**

Includes:

- Threatened violence
- Aggressive behaviour
- Swearing
- Homophobic abuse and harassment
- Verbal intimidation
- Carrying an offensive weapon

#### **VA - Verbal abuse / threatening behaviour against adult**

Includes:

- Threatened violence
- Aggressive behaviour
- Swearing
- Homophobic abuse and harassment
- Verbal intimidation
- Carrying an offensive weapon

#### **BU - Bullying**

Includes:

- Verbal bullying
- Physical bullying
- Homophobic bullying
- Racist bullying

#### **RA - Racist abuse**

Includes:

- Racist taunting and harassment
- Derogatory racist statements
- Swearing that can be attributed to racist characteristics
- Racist bullying
- Racist graffiti

**SM - Sexual misconduct**

Includes:

- Sexual abuse
- Sexual assault
- Sexual harassment
- Lewd behaviour
- Sexual bullying
- Sexual graffiti

**DA - Drug and alcohol related**

Includes:

- Possession of illegal drugs
- Inappropriate use of prescribed drugs
- Drug dealing
- Smoking
- Alcohol abuse
- Substance abuse

**DM - Damage**

Includes damage to school or personal property belonging to any member of the school community:

- Vandalism
- Arson
- Graffiti

**TH - Theft**

Includes:

- Stealing school property
- Stealing personal property (pupil or adult)
- Stealing from local shops on a school outing
- Selling and dealing in stolen property

**DB - Persistent disruptive behaviour**

Includes:

- Challenging behaviour
- Disobedience
- Persistent violation of school rules

**OT - Other**

Includes incidents which are not covered by the categories above, but this category should be used sparingly.