

# **The Ark Federation**

## **EXCLUSION POLICY**

**This policy was adopted by the Teaching & Learning Committee of the Governing Body of The Ark Federation at a meeting held on 12 March 2014 and reviewed on 9 March 2016**

**It will be reviewed in two years.**

**Signed:.....**

**(Mrs G McMenemy, Chair of Teaching and Learning Committee)**

## **General**

Our Schools are responsible for communicating to pupils, parents and staff the expectations of standards of conduct. The Federation's Behaviour Policy is in place to promote good behaviour and appropriate conduct.

The decision to exclude a pupil, whether for a fixed period or permanently, is an action of last resort and no exclusion will be initiated without first exhausting a range of measures to improve the pupil's behaviour, and implementing strategies to address the inappropriate behaviour; in the case of a single incident, an investigation will be undertaken prior to any decision to exclude.

There may be occasions when the Headteacher will seek the co-operation of the parents to remove their child from school for a short period, mutual agreement must not be classed as exclusion.

The Head Teacher and staff will identify pupils whose behaviours place them at risk of exclusion, and seek additional provision to meet their individual needs, which could include working in partnership with other agencies. An exclusion can be sanctioned only by the Head Teacher or their nominated deputy.

Reasons for exclusion:

- Serious breach of the school's rules or policies
- Risk of harm to the education or welfare of the pupil or other members of the school

### **Temporary Exclusion (half day to 5 days)**

A temporary exclusion should be for the shortest time necessary; evidence suggests that a period of 1-3 days is usually sufficient to secure the benefits without adverse educational consequences. Where a pupil is sent home for part of a school day this will be recorded as an exclusion.

#### *Temporary exclusion for persistent or cumulative problems*

Exclusion for persistent or cumulative problems would only be imposed after the school had already offered and implemented a range of support measures to address the issue, which could include:

- Discussion with the pupil and parents
- Special reporting and target setting
- Review of possible provocation
- Internal exclusion options within school

Exclusion will not be used for minor incidents (such as failure to do homework, lateness).

#### *Temporary exclusion for single incidents*

Temporary exclusion may be used in response to a single incident which is a serious breach of school rules and policies, or a disciplinary offence, which could include:

- Violence towards an adult or child
- Swearing at an adult
- Racist verbal abuse

In such cases the Head Teacher will investigate the incident(s) thoroughly and consider all evidence to support the allegation, taking account of the Federation's policies. The pupil will be encouraged to give his/her version of events, and the Head Teacher will review whether the incident may have been provoked, for example by bullying or racial harassment.

### **Permanent Exclusion**

In all cases this course of action will be the last resort after a range of measures have been tried to address the types of behaviour which may lead to exclusion. The Headteacher can refer pupils identified as at risk of permanent (or temporary) exclusion to alternative or additional provision to meet their individual needs, which could include using the Common Assessment Framework to engage the support of other agencies. Many such strategies have proved successful, with few pupils going on to be excluded. The school continues to be responsible for these pupils unless they are permanently excluded.

Permanent exclusion is 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
- Possession or use of an illegal drug on school premises
- Carrying an offensive weapon
- Persistent bullying
- Racial harassment

### **The Exclusion Process**

In all decisions to exclude a pupil, the Head Teacher is responsible for the following actions:

- Ensuring that sufficient recorded evidence is in place to support the exclusion decision
- Explaining the decision to the pupil
- Contacting the parents, explaining the decision and asking that the child be collected from school
- Writing to the parents confirming the reasons for exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return to school
- In cases of more than 1 day's exclusion, ensuring that appropriate work is set and arrangements made for it to be marked
- In cases of more than 5 days' exclusion, explaining the school's arrangements for the continuation of the child's education in another setting
- Planning how to address the pupil's needs on re-entry
- Planning a meeting with the parents and pupil on re-entry

An exclusion will not be enforced if by so doing it places the safety of the pupil at risk. In cases where the parents will not comply the child's welfare is the prime concern.

### **Behaviour Outside School**

Pupils' behaviour outside school e.g. on school trips, or at sports fixtures, is subject to the school policy on behaviour and discipline. Bad behaviour in such circumstances will be treated as if it had taken place in school.

In respect of behaviour outside the school where the pupil is not on school business, the Headteacher may impose an exclusion decision if there is a clear link between that behaviour, and maintaining good behaviour and discipline among the pupil body as a whole, or if that behaviour is considered damaging to the reputation of the Federation.

### **Pupils with Special Educational Needs and Disabled Pupils**

Our schools must take account of any special educational needs when considering a decision to exclude.

The schools have a duty under the Disability Discrimination Act (1995) as amended, not to discriminate against disabled pupils by excluding them from school, without justification, for behaviour relating to their disability.

### **Medical Exclusions**

Where a decision is taken to exclude a pupil from school on medical grounds, i.e. where the presence of the pupil in school constitutes an ongoing real risk to the health and wellbeing of other pupils or adults, then the above arrangements and processes shall not apply.

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