



RUSHMERE HALL

Exclusion Policy

September 2020

RHPS - Exclusion Policy

Aims

It is the policy of Rushmere Hall School to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. Please also refer to the school's Behaviour Policy.

Purpose of this policy

This policy is designed to briefly outline the school's approach to exclusions within the statutory framework as defined in Exclusion from Maintained Schools, academies and pupil referral units in England. It outlines only where the school applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the school.

Principles

1. Exclusion is a sanction used by the school only in cases deemed as serious breaches of the School Behaviour Policy. A student may be at risk of exclusion from school:
 - in response to a serious breach or persistent breaches of our school's behaviour policy;
 - once a range of alternative strategies for dealing with inappropriate behaviour have been tried and have failed;
 - where allowing the child to remain in school would seriously harm the education or welfare of the child or of others in the school.

Exclusion from the school can only be authorised by the Headteacher or, in their absence the acting Headteacher. If not available to authorise the exclusion, a decision should be deferred until the opportunity for authorisation is available.

Procedures for exclusion

There are two types of exclusion:

1. Fixed Period Exclusion
2. Permanent Exclusion

Exclusion, whether fixed period or permanent may be used for unacceptable behaviour and serious and / or repeated infringements of the School's Behaviour Policy. Please see the appendix for the national standard list of reasons for exclusion. This is not an exhaustive list and there may be other situations where the Head teacher makes the judgement that exclusion is the 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 on 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; the period of exclusion commences after collection. A letter will also be sent giving the reason for the exclusion and the date the exclusion ends. Rushmere Hall Primary school uses a model letter provided by a different local authority (as the current L.A. do not provide a model letter) and has adapted it for use within this school. The letter gives information to parents regarding their rights 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 Headteacher will also inform the Local Authority of any fixed period exclusion using the form provided by Suffolk Local Authority.
- 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 from the sixth full day of exclusion 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.

Permanent Exclusion

A child will only be permanently excluded from school as a last resort. It is expected that the school would have pursued other options prior to this point e.g. Referred to IYFAP, involved the Local Offer Broker or been liaising with the schools Special Needs Officer. In the case of a Permanent Exclusion this can only be authorised by the Headteacher and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Headteacher of the school.

Procedures for permanent exclusion

- The Headteacher informs the parents/carers of the exclusion both verbally and in writing. Rushmere Hall Primary School uses its own letter (based on other authorities model letters) that inform the parents/carers of their rights 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 within one day.
- The Governing Body's Hearing Committee 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. This will be chaired by a member of the Schools Choice Governor Clerking Team.

- 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, whichever is sooner.
- 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.

Appeals

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Clerk to the Governors.

Relationship to other school policies

The Exclusion Policy should be read in tandem with the school's Behaviour Policy as well as other relevant school policies, particularly, Special Educational Needs Policy and the Equality & Diversity Policy.

Monitoring and Review

- The impact of this policy will be reviewed by the governors.
- The Headteacher will provide governors with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.
- The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.

Appendix 1:

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.