



Exclusion Policy Local to St. Felix RC Primary School

**Part of the Our Lady of Walsingham Catholic Multi
Academy Trust**

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Approved by the Committee/Governing body	<i>St. Felix Local Governing Body</i>
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Exclusion Policy

This policy should be read in conjunction with the **Behaviour and Anti-Bullying Policy**, which outlines:

Behaviour and Anti-Bullying Policy Extracts:

Aims and objectives

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. Pupils are encouraged to become more responsible and effective Christians, both now and in adult life.

Our Aims are to:

- promote an environment in which everyone feels happy, safe and secure;
- allow everyone to work together in an effective and considerate way;
- define acceptable standards of behaviour;
- ensure consistency of response to both positive and negative behaviour;
- promote self-esteem, self-discipline and positive relationships;
- ensure that the school's expectations and strategies are widely known and understood;
- encourage the involvement of both home and school in the implementation of this policy.

Serious Misbehaviour

There are certain types of behaviour that will not be tolerated by the school. These include:

- Swearing
- Aggressive verbal abuse or threats
- Aggressive or violent physical behaviour
- Deliberately leaving the school premises without permission
- Vandalism
- Refusal to follow adults' instructions or deliberately ignoring an adult. e.g. to stop, to calm down, to leave the room

Such behaviour will result in an immediate sanction. A teacher or senior leader will telephone the child's parent to let them know what the child has done and to warn them that repeated incidences of the behaviour could result in an exclusion from school. This will be logged on a "Behaviour/Bullying Incident Form" (See Appendix 2).

If the child repeats the behaviour within two weeks the child's parents will be contacted by a teacher or senior leader requesting a meeting to determine a way forward. It is likely that the pupil's behaviour will be supported through a behaviour plan (appendix 5) for two weeks with regular liaison between the teacher and the parents throughout this time. A report is created with a specific behaviour target. Pupils will be measured against that target at set points throughout each day. The report will go home at the end of every day to be seen by parents and return every morning. A list of preventions will be drawn up on the behaviour plan. These outline how the school proactively supports the pupil in choosing positive behaviours.

If the child is unable to calm down, continues to be aggressive/very disruptive and refuses to follow adults' instructions to stop or calm down parents will be contacted and they may be asked to collect their child and take them home.

Exclusion

On very rare occasions it may be necessary to exclude a pupil on a temporary or permanent decision. A decision to do this is not taken lightly, and is certainly not imposed without due consultation with all those involved with the pupil, and not without trying every possible alternative first. It is acknowledged that most pupils and their parents prefer to work towards a positive solution to difficulties and appreciate the opportunities the school can offer in encouraging a pupil to feel able to secure his/her own future within the school environment.

A few children may get straight to this stage because of an isolated, very serious incident or because they have not responded at earlier stages and are still choosing not to try to manage their own behaviour. The behaviour is recorded on a school "Behaviour/Bullying Incident Form" and parents/carers will be notified by the teacher or a senior leader, either by telephone or face to face.

This **Exclusion Policy** is designed to briefly outline the school's approach to exclusions within the statutory framework as defined in *The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012*. It outlines only where the school offers its own additional guidance, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the school.

This policy should be read in conjunction with the school Safeguarding Policy

Principles

- 1) The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.
- 2) Exclusion is a sanction used by the school only in cases deemed as serious breaches of the School Behaviour Policy. The **Serious Misbehaviour** section of the **Behaviour and Anti-Bullying Policy** outlines examples of when a student may be at risk of exclusion from school.
- 2) A Fixed Term Exclusion from the school can only be authorised by the Head of School or members of SLT acting on her behalf. If none are available to authorise the exclusion, a decision should be deferred until the opportunity for authorisation is available.
- 3) In the case of a Permanent Exclusion this can only be authorised by the Head of School with the support of the Executive Head 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 Head of the school.
- 5) The school regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of an Exclusion

- 1) Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.
- 2) In the case of a permanent exclusion, parents will be notified by the Head of School in a face-to-face meeting.
- 3) A student who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.
- 4) The school will provide work for the pupil to complete at home during their period of exclusion.
- 5) The school will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the school, parents, if appropriate, and any other appropriate bodies e.g. the school's Pastoral Leader, Behaviour Specialists, Family Support Practitioner, Social Worker etc. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the school will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following an exclusion, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.
- 5) The Chair of Governors, LA Inclusion Officer and relevant school staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

Students Returning from a Fixed Term Exclusion

- 1) All students returning from a Fixed Term Exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school.

Permanent Exclusions

A school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a Head of School may decide to permanently exclude a pupil because of ongoing issues or for a 'one-off', serious incident.

If your child has been permanently excluded, be aware that:

- the school's governing body is required to review the Head's decision and you may meet with them to explain your views on the exclusion
- if the governing body confirms the exclusion, you can appeal to an independent appeal panel organised by the local authority
- the school must explain in a letter how to lodge an appeal
- the local authority must provide full-time education from the sixth day of a permanent exclusion

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 and Anti-Bullying Policy** as well as other relevant school policies, particularly the **Special Educational Needs and Disabilities Policy** and the **Equality Policy**.

Monitoring and Review

- 1) The impact of this policy will be reviewed by the Full Governing Body.
- 2) The Head of School will provide the Governing Body with data within the Head's report for each termly Full Governing Body meeting.
- 3) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.

Further Information and Supporting Links

- *The School Discipline* (Pupil Exclusions and Reviews) (England) Regulations 2012:
<http://www.legislation.gov.uk/uksi/2012/1033/made>
- Dept of Education
<https://www.gov.uk/government/publications/school-exclusion>
- Suffolk County Council advice:
<https://www.suffolk.gov.uk/children-families-and-learning/schools/pupil-attendance-and-welfare/exclusions-from-school/>
- St. Felix RC Primary School's current policies:
<http://www.stfelixhaverhill.com/all-about-us/policies/>