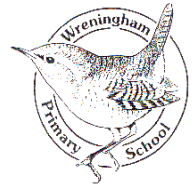


Together Everyone Achieves More

Wreningham School is committed to Safeguarding
And Promoting the Welfare of children



Wreningham V.C. Primary school

Exclusions Policy

All policies at Wreningham VC Primary School should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values as a Church of England School

Policy Consultation & Review

This policy will be reviewed in full by the Governing Body every year. It is due for review Spring term 2017.

Headteacher: Mr RP Jones

Raising Standards Committee

Chair of Governing Body: Mrs Chrissie Baldwin

Purpose

The school is committed to providing an environment where all people can feel safe, happy, accepted and integrated. It is important that an orderly framework should exist within which effective teaching and learning can take place.

The school's Behaviour Policy is readily available to all pupils, parents and carers. Staff will work closely with parents, carers and pupils to optimise the chances of every pupil succeeding.

Where the school has ongoing concerns about a pupil's behaviour it will try to identify any causal factors and intervene early. The school will make every effort to ensure everything possible has been done to support the pupil.

The pupil will be part of the school's special needs system with their own Individual Risk Management Plan/Behaviour Plan which will include behavioural targets. Reasonable adjustments would be made to support the pupil. The school will give consideration to a multi-agency assessment that goes beyond the pupil's educational needs.

Fixed-term or permanent exclusion will be used as the only remaining option. It will be used as a last resort. The school will follow the guidance set out in its exclusion policy/LEA guidelines.

Context

Exclusions should only be for disciplinary reasons. Behaviour that could prompt a fixed term exclusion is listed. The exact circumstances that trigger such an exclusion will be specific to each incident and every eventuality is not listed:

Reviewed January 2016 Next Review Date Spring 2017

Raising Standards Committee

- Disruptive behaviour in which there is a risk of injury to the child, other children and/or staff.
- Aggressive behaviour in which property is damaged.
- A total refusal to comply with school discipline and/or repeated violence or verbal abuse (threatened violence, swearing, carrying an offensive weapon).
- Bullying (Verbal, physical, homophobic, racist)
- Racist Abuse
- Theft

A decision to permanently exclude a pupil will only be taken:

- In response to persistent breaches of the school's behaviour policy ;and
- Behaviour where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Exclusions Policy links to other policies

This policy relates closely to the school's behaviour policy, Exclusion from maintained schools, Academies and pupil referral units in England (DfE 2012) and to the Equalities scheme.

The headteacher will:

- be responsible for ensuring that this policy is implemented and for reporting to the governing body on its impact. He/she is the only person who can make a decision to exclude a pupil
- ensure the policy and all procedures are in line with current legal requirements and LEA guidelines
- ensure that all staff receive appropriate support, advice and training in managing pupil behaviour in order to minimise the risk of needing to exclude a pupil
- ensure that staff work closely with parents and relevant specialist agencies when managing challenging behaviour (e.g. Locksley Short Stay School)
- in the event of an exclusion, notify the parent without delay ideally by telephone, followed by a letter officially informing the pupil's parent of the period of the exclusion, or that the exclusion is permanent, by letter and give the reasons for the exclusion
- advise the parent that he or she may make representations about the exclusion to the governing body, and how and to whom their representations may be made
- advise the parent of the days on which he or she will be responsible for ensuring the pupil is not found in a public place
- if applicable, advise the parent of the latest date by which the governing body must meet to consider the circumstances of the exclusion of more than five days in one term either where the parent has requested a meeting or where the exclusion would result in the pupil missing a public examination
- in the case of a fixed-term exclusion, advise the parent of the date and time when the pupil should return to school
- advise the parent of any alternative educational provision, including location, dates of attendance and so on
- if appropriate, advise the parent of the date, time and details of the reintegration interview
- ensure that suitable full-time education is arranged for excluded pupils from the sixth school day of any fixed-period exclusion

- notify within a school day both the LA (i.e. the school's maintaining authority) and the governing body of the details of the exclusion, including the reason for it in the case of:
 - permanent exclusions and fixed-period exclusions which are converted to permanent exclusions
 - fixed-period exclusions totalling more than five school days in any one term
 - any exclusion that would result in the loss of an opportunity to take a public examination
- arrange a reintegration interview with parents following the expiry of any fixed-period exclusion of a primary-aged pupil where this will assist pupils reintegration and engage parents in promoting the improvement of her or his behaviour.

The **governing body** will:

- promote positive behaviour by celebrating the achievements of pupils and if appropriate by participating in final warning meetings to encourage pupils to make full use of the opportunities the school offers them.
- review the headteacher's exclusion decisions
- dismiss exclusions that do not relate to a disciplinary issue and consider complaints about other circumstances under the complaints procedure
- receive training to equip themselves to discharge their duties properly
- consider whether to establish a discipline committee. If so it will consist of at least three members. The headteacher may not be a member
- ensure that all exclusions meetings are clerked.

In cases of:

- permanent exclusions and fixed-period exclusions converted to permanent exclusions
- all fixed-period exclusions totalling more than 15 school days in any one term
- fixed-period exclusions totalling more than five school days in any one term, where the parent expresses a wish to make representations to the governing body
- exclusions that would result in the loss of an opportunity to take a public examination

the governing body (or discipline committee) will meet to:

- consider the circumstances in which the pupil was excluded
- consider any representations about the exclusion made by the parent and by the LA
- consider whether the pupil should be reinstated immediately, reinstated by a particular date or not reinstated.

Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. The legal requirements in relation to such exclusions, such as notifying parents, still apply. Lunchtime exclusions are counted as half a school day.

The timescales and requirements about presentation of evidence as set out in the *Guide to Law for School Governors* will be followed at all times.

Pupils will be consulted when rules are being developed and will contribute to the monitoring of impact.

Parents will be encouraged to support good attendance and behaviour through home-school agreements, parents' meetings and newsletters. Parents will be aware that the school has an

equal opportunities policy and will be consulted when monitoring the impact of the policy on different groups by race, gender and disability.

Where the governing body has upheld a permanent exclusion, parents may make an application for an Independent Review to the local authority. The decision of the Independent review panel is binding on the parties. If the parent considers that there was maladministration by the review panel, he or she may make a complaint to the Local Government Ombudsman or the Secretary of State.

Where a reintegration meeting is arranged following a fixed term the parents' presence is crucial. A parent's failure to attend may be a factor taken into account by a court when considering whether to impose a parenting order, if one is applied for at some future time.

The school governors have agreed that a pupil excluded for the fourth time in one year will be permanently excluded. This process would be considered in the light of any child that has recognised SEN or disability.

The school will exclude a pupil permanently on one incident if it is of a significant and serious nature.

A file in the Headteacher room will include copy of the Exclusion Notification Form, a copy of the parent's letter and a report from teacher/teacher assistant on the incident.

The school Arrangements for monitoring and evaluation

The governing body will evaluate the impact of this policy through receiving data analysed by year group, gender and ethnicity on the number and range of fixed-term and permanent exclusions each term together with the reasons. It will encourage debate about the relevance and effectiveness of the school's behaviour management strategies, including the involvement of pupils and parents in forming policy.