



# Exclusions Policy

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<b>Reviewer:</b>	<input type="text" value="Principal"/>	<b>Approved by:</b>	<input type="text" value="Trust Board"/>

## Exclusions Policy

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The school's Exclusions policy operates in conjunction with other policies including those for, Behaviour, 'eSafety' and safeguarding.

### Rationale and definitions

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This policy deals with the policy and practice which informs the school's use of exclusion. It is underpinned by the shared commitment of all members of the school community to achieve two important aims:

- ➡ Ensure the safety and well-being of all members of the school community, and to maintain an appropriate educational environment in which all can learn and succeed;
- ➡ Reduce the need to use exclusion as a sanction. An Exclusion, within this document may be one of two types:
  - ➡ Internal seclusion (when a pupil is excluded from normal lessons, but remains within the centre)
  - ➡ Fixed-Term Exclusion (when a pupil is excluded from centre). Exclusion is an extreme sanction and will be avoided wherever possible. With regard to the above, the decision to recommend a pupil for an Internal or fixed-term exclusion will be taken in the following circumstances:
    - ➡ In response to a serious breach of the school's Behaviour Policy
    - ➡ If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

### Responsibility for Exclusion

A suggested reason for exclusion can only be sanctioned by the Principal (or, in the absence of the Principal, the Vice Principal or Deputy Head who is acting in that role). This must be approved by the Head of the associated referral school.

### Causes for Exclusion

Exclusion, whether Internal, fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the school's Behaviour Policy

- ➡ Actions which put the pupil or others in danger.
- ➡ Verbal abuse to staff and others
- ➡ Verbal abuse to pupils
- ➡ Physical abuse to/attack on staff
- ➡ Physical abuse to/attack on pupils
- ➡ Indecent behaviour
- ➡ Damage to property
- ➡ Misuse of illegal drugs

- Misuse of other substances
- Theft
- Serious actual or threatened violence against another pupil or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon.
- Arson.
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.

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

## Exclusion procedures

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### Internal seclusion

An Internal seclusion will be implemented for a misdemeanour of sufficient seriousness as to warrant a pupil being removed from lessons, but not so serious as to warrant removal from centre. Where a student has demonstrated behaviour that warrants internal seclusion they will be referred to twilight provision for an agreed timescale. The associated referred school will be informed of this decision and all information will be updated to CPOMS. As part of the internal seclusion they will engage in targeted behaviour repair work and a restorative process. The outcomes of these sessions will be updated to CPOMS. As stated above, all efforts will be made to keep the pupil in centre, so as to support his/her education and it will only be in the most severe circumstances (or a repeat of earlier offences) that will lead to Fixed-Term Exclusion.

### Fixed-Term Exclusion

The decision to consider exclusion for a student is a serious one and will never be taken lightly. In doing so, we recognise that the exclusion may have a serious impact upon the pupil. It will be used only when a wide range of other strategies have been exhausted and is used as a last resort.

A Fixed Term Exclusion is of short duration (1- 5 days) and may be necessary if a pupil commits an offence which is considered so serious. In the case of Fixed-Term Exclusions, the Department for Education allows the Head of referring school to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

Pupils on fixed term exclusion will be forbidden from attending the Centre and may be excluded from an alternative provision/work placement if applicable in the exclusion period. They should not be in the vicinity of these sites for the term of their exclusion. Under current legislation, parents/carers are obliged to take responsibility for their child if s/he is excluded and ensure that they are not in a public place without good reason during centre hours within the first five school days of any exclusion. If they do not, the centre or local authority may issue a penalty.

The centre will inform the referring school immediately to support the decision to exclude and provide the necessary information to support the Head teacher to make an informed decision. This will be followed, subsequently by a letter in which the terms of the Exclusion are set out, together with the time and date of the re-admission meeting (see below).

Any student who receives a fixed term exclusion from Southway will be provided with work to complete whilst they are at home. Work will be set via Ed Lounge which allows students to access a relevant programme of online learning. Paper based work will also be provided in the event students are not able to access the online provision.

### **Permanent Referral back to Mainstream**

There are two main types of situation when the decision to permanently refer a student back to their mainstream school may be considered.

1. A final, formal step in a concerted process for dealing with disciplinary offences This would include persistent and defiant misbehaviour including bullying or repeated possession and/or use of an illegal drug on Centre premises.
2. Where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to removal from roll a pupil for a first or 'one off' offence. These might include:
  - ➡ Serious actual or threatened violence against another pupil or a member of staff.
  - ➡ Sexual abuse or assault.
  - ➡ Supplying an illegal drug.
  - ➡ Carrying an offensive weapon\*
  - ➡ Arson.
  - ➡ The Centre will consider police involvement for any of the above offences.

\* Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him."

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the centre.

In making decisions to permanently remove a pupil from Southway roll, the associated mainstream school would be directed to remove their student from Southway in accordance with their dual or managed transfer responsibilities.

Before deciding whether to removal a pupil permanently from Southway the Principal will ensure that:

- Appropriate investigations have been carried out and shared with the referring school.
- Information is shared with parent/carers and other associated connected professionals.
- All evidence available to support the allegations have been collated, taking into account the Centre's Behaviour and Equality Policies.
- The pupil has been allowed to give her/his version of events.
- There is no evidence which may indicate that the incident may have been provoked for example by bullying or by racial or sexual harassment.

### **Behaviour outside school**

Pupil behaviour outside of the centre on school "business" for example trips, travelling to and from the centre, away sports fixtures, alternative provision or a work experience placement is subject to the centre's Behaviour Policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in centre. Serious infringements of the centre's Behaviour Policy that occur 'outside of' the centre could also lead to a period of Internal or Fixed Term Exclusion.

### **Re-integration Meetings**

Following a period of fixed term exclusion parents/carers are invited into centre to attend a re-integration meeting. As part of Southway home/school agreement, parents/carers are expected to attend a reintegration interview following any fixed period of exclusion. Failure to attend the meeting will result in a delay in the pupil returning to centre. The referring school will be invited to all re-integration meetings.

At the meeting, the pupil will be set specific goals in order to help him/her avoid the behaviour that led to exclusion.

If a pupil has served a fixed term exclusion of greater than five days a Support Plan will be drawn up. This will be agreed with the school, pupil and parents/carers.





Southway is an Extended Educational Provision that is part of the Rodillian Multi Academies Trust

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