

The Abbey Primary School

Exclusion Policy

Types of Exclusion

There are two types of exclusion –

- a) Fixed Period exclusion
- b) Permanent exclusion

a) Fixed Period Exclusion

This is limited up to 45 days in any one academic year. The length of the exclusion will be determined by the Headteacher depending upon the severity of the offence. This may be lengthened by up to 5 days to give the Headteacher more time to talk to parents and set out appropriate plans. It may be appropriate to establish a series of short fixed periods of exclusion within one year, the aggregate exclusion not exceeding 45 days.

Procedure for fixed period exclusion:

1. On the day (or day after of the offence), the child's parents/carers will be informed of the exclusion, its length and the specific reason for it. This will be communicated by letter and, if possible, by talking to the parents/carers. Parents/carers will be informed in writing that they have rights to make representations to the governing body and Northamptonshire County Council.
2. The Headteacher will inform the school's governing body and the LA of all exclusions 5 days or longer in length.
3. The Headteacher will make arrangements for the excluded child to receive schoolwork to do at home until he/she returns to school.

b) Permanent Exclusions:

Procedures for permanent exclusion:

1. The Headteacher informs the parents/carers of the exclusion both verbally and in writing.
2. The Headteacher will inform in writing the parents/carers of their rights to make representations to the school's governing body and LA.
3. The Headteacher will notify in writing the LA and the schools governing body.
4. The school's governing body appeals committee will convene a meeting within 15 school days of notification to consider the case.
5. The child remains on the schools register until the appeals procedure is completed or until the parents/carers confirm that they accept the exclusion and intend to make other arrangements. 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 authority.

A child will only be excluded from school **as a last resort**. Exclusion can occur as a result of a serious incident, persistent misbehaviour or a breach of criminal law.

Guidance for All Staff / Parents

The following steps of support need to be offered to any child who is unable to meet the requirements set out in the schools behaviour policy.

- Parent/Class teacher communication of recurring issues in school – this may require a formal meeting.
- Home / School record book daily/weekly
- Referral to SLT (including the Headteacher)
- If inappropriate behaviour continues a meeting should be requested between parents, class teacher and SLT member/Headteacher.
- The Headteacher will monitor all potential exclusions and has sole responsibility for exercising the power to exclude a child.

Obviously, if serious misbehaviour occurs the Headteacher reserves the right to exclude a child immediately.

Serious misbehaviour that may result in immediate exclusion:

- Refusal to carry out reasonable instructions issued by the school staff
- Physical assault of children or staff
- Verbal abuse directed at children or school staff
- Theft
- Possession or misuse of drugs or other illegal/dangerous substances/weapons
- Constant disruption to the education of other children
- Deliberate and wilful damage to school property
- Regular breaches of the schools behaviour policy which results in the teacher being distracted from the task of teaching the class in order to attend to the needs of the individual child

Other circumstances may arise when the Headteacher decides it would be appropriate to exclude a child. In all cases the parents/carers of any excluded child will be fully informed of the reason(s) for exclusion.

Exclusion at Lunchtime

All parents and children should be made aware that exclusion in lunchtime is dependent on the schools ability to reasonably supervise children. If a child regularly presents behaviour difficulties which cannot be regulated by normal school sanctions the Headteacher must consider implementing lunchtime exclusion. Prior to implementing exclusions the Headteacher will warn the child and will write to the parents expressing the schools concerns.

Children who are entitled to Free School Meals will be provided with sandwiches if this is the wish of the parents.

The Headteacher's Role and Responsibilities

The Headteacher will monitor all potential exclusions.

Whenever exclusion is considered, the Headteacher will evaluate the following:

- The age, intellectual ability and health of the child
- The child's previous record
- The child's domestic situation
- Parental/peer pressure being a contributory factor
- The likelihood of the recurrence of the offences
- Where the offence took place
- The likelihood of the offence putting others in danger
- The degree of supervision when the offence occurred
- Who else was involved

The Headteacher will consider whether the offence(s) was/were the result of emotional/behavioural difficulty, as defined by SEN Code of Practice and, if necessary, will act in accordance with the school's SEN Policy.