



Waverley Primary School

Exclusion Policy

Coordinator: Head Teacher

To be reviewed: July 24

Purpose of this policy

This policy is designed to outline the school's approach to exclusions within the statutory framework as defined in; 'The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012' and DFE Exclusions from Maintained Schools document 2017. 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 Behaviour Policy. A student may be at risk of exclusion from school for:

- Verbal or physical assault of a student or adult
- Persistent and repetitive disruption of lessons and the learning of other students.
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions

2). A Fixed Term Exclusion from the school can only be authorised by the Headteacher or the Deputy Headteacher 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 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.

4). 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.

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.

Types of Exclusion

1). Fixed term exclusion – this is where your child is temporarily removed from school. They can only be removed for up to 45 school days in one school year, (even if they've changed school).

If your child is disruptive during lunchtimes, they may be excluded from the school premises for the length of the lunchtime period. This type of exclusion counts as half a school day, even if they return to lessons in the afternoon.

2). Lunchtime exclusion - If a child is disruptive at lunchtimes they may be excluded for the length of the lunchtime period.

3). Permanent exclusion – this is where your child is expelled and can't return to that school. An officer from the Access and Attendance Service would contact you within the first 5 days to offer information.

Notification of 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 the parents.
- 2). In the case of a Permanent Exclusion parents will be notified by the Headteacher in a face-to-face meeting.
- 3). A student who has been excluded will have the reason for their exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.
- 4). The Chair of Governors, Local Authority Officer and relevant school staff will be notified of all Fixed Term Exclusions on the day of the production of the exclusion letter, which they will receive a copy of, it will clearly outline the reasons for the exclusion All exclusions will be recorded on SIMS.
- 5). School will set work for the first 5 days of any exclusion and this will be placed on the child's SeeSaw Home Learning page.
- 6). Parents of children found to be in a public place during school hours whilst excluded may face prosecution.

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 exclusions can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school.

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 and Anti-Bullying Policy as well as other relevant school policies, particularly Special Educational Needs Policy and Equalities Policy.

Monitoring and Review

- 1). The impact of this policy will be reviewed by the Governing Body.

2). The Headteacher will provide the Governing Body with a monitoring report within the Headteacher's report to Governing Body at termly meetings. This will enable the Governing Body to evaluate the effectiveness of the policy and procedures.

3). The policy and procedures will be reviewed and amended in light of such evaluation and in consultation with representatives of all key stakeholders.

Appendix: Flowchart

Pupil excluded (up to 5 days) – beyond this school must work with access and attendance service and GB find place for child at PRU / Mary Astell. This must begin no later than the 6th day. HT or DHT to inform Chair.

If child has an EHCP this must be considered.

Parent to be contacted to collect child.

Parent sent letter explaining reason for exclusion, how long for, risk of public place fine, how to access home learning platform, right to appeal decision, reintegration date.

Parental complaints for fixed term exclusions would be put in writing and go to the Clerk of GB

You can ask the GB to overturn the exclusion if it is for more than 5 days or the child misses a public or national exam.

For 5 days or fewer governors can still hear views but not overturn the HT decision.

The GB must send written confirmation of its decision within 1 day of meeting.

- *If child is disruptive at lunchtimes they may be excluded for the length of the lunchtime period (this would be recorded as a half day exclusion, even if they return to school for afternoon lessons).*

Permanent Exclusion

School to contact and inform parent, Chair of Governors, Access and attendance service at LA.

Parental Complaints for permanent exclusions would go to the council (LA)

Parent invited to review meeting with school governors within 15 days of permanent exclusion.

If the decision is not overturned by the GB, the parent can ask for an independent review by the LA. The GB must tell parents how they can do this.

If child remains excluded the Local Government Ombudsman can look at whether the case was handled properly (they can't overturn the exclusion).

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