

# PERRYFIELDS HIGH SCHOOL

*"Together We Achieve Excellence"*



## Preventing and Managing Exclusions Policy

Title: Preventing and Managing Exclusions Policy			
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# **Perryfields High School**

## **Preventing and Managing Exclusions Policy**

This policy is written to reflect government guidelines, as set out originally in DfE guidance September 2012. It also follows guidelines published by Sandwell's Pupil Referral and Inclusion Service which are updated on a regular basis.

### **Rationale**

It is the intention of the school's Governing Body to provide maximum support for the Head Teacher and staff in their role of maintaining the high standards of behaviour and discipline expected at the school. Exclusion of pupils from the school will be considered in response to serious breaches of the school's Managing Pupil Behaviour Policy or of the criminal law. Exclusion of pupils is taken very seriously, usually after a wide range of alternative strategies have been used. However, exclusion may be used after a single most serious offence.

The school will take pro-active steps to address issues of poor behaviour and may use the following strategies for preventing exclusion: -

- Behaviour Recovery Programme
- Use of Pupil Referral Units
- External Agency involvement
- Pastoral Support Programme (PSP)
- Alternative Curriculum
- Behaviour Management courses
- Close involvement of parents
- Outside agencies such as Krunch, CAHMs etc

### **Indicators Used to Identify Pupils at Risk of Exclusion**

- Regular referral for incidents of poor behaviour
- Regular parental contact and involvement
- Progress reports/targets reports
- Poor attendance and punctuality
- SLEUTH Data
- Referral to outside agencies
- SEN register for behavioural problems
- Frequent detentions and other sanctions
- At least one other fixed term exclusion, time in the BRR or internal isolations

**Only the Head Teacher, Associate Head Teacher or Assistant Head Teacher can exclude a pupil from school. In the absence of the Head Teacher, the most senior teacher acting on his behalf assumes responsibility.**

## **Types of Exclusion**

There are two types of exclusion: -

1. Fixed term exclusion
2. Permanent exclusion

### **Fixed Term Exclusions**

The decision to exclude a pupil will be done after careful consideration. Each case will be dealt with fairly and on its own merits. The following points should be considered: -

- All aspects of the incident should be taken into account
- Whether the offence warrants exclusion from school, or if an alternative should be sought
- The previous record of the pupil
- Whether there was provocation or intimidation of the pupil
- Whether the incident was out of character for the pupil
- Pupil background, welfare and attendance issues
- Whether exclusion is a suitable sanction for that particular incident or pupil
- A suitable length of exclusion for the offence committed
- Quality and reliability of evidence

A fixed term exclusion should not be used for minor incidents, poor academic performances, lateness or truancy, pregnancy, breaching of school uniform policy or as a way of punishing pupils for their parent's behaviour.

### **Permanent Exclusion**

The decision to permanently exclude a pupil from school is not taken lightly and is the result of a careful and informed decision. It should be used once a wide range of preventative strategies have been put in place. A Pastoral Support Programme should have been initiated for pupil, unless the exclusion is for a one off incident, however the process will be started should the pupil be reinstated.

Permanent exclusion should only be used because of the seriousness of the incident or persistent breaches of the School's Managing Pupil Behaviour Policy and where having the pupil on site may seriously harm the education or welfare of the pupils or others in school.

The Head Teacher has the power to permanently exclude pupils for violent or very disruptive behaviour where others are prevented from learning, or where the health and safety of the pupil or others is at risk without a PSP in place.

(For drug related incidents please refer to the 'Drug' Policy.)

A pupil may be Fixed Term Excluded (FTE) from school 'pending further investigation' to create time to find an alternative to permanent exclusion. However, to ensure the final decision has been given careful consideration such a serious incident may be turned into a permanent exclusion.

## Evidence

- Statements should be taken while the incident is fresh in minds
- If parents wish to put their case to the Governing Body, The Head Teacher must provide them with copies of all statement with pupil names removed. This is to ensure data protection and to avoid opportunities for repercussions.
- The identity of statements should be concealed where there is a good reason.
- All statements should be signed and dated.
- Interviewees should name all persons involved in the incident
- Parents have the right to see a pupil's file but must give 15 days' written notice
- The school may liaise with the Police and use information from any statements they have that will aid the school's investigation.

Where possible, the following documents should be included:

- Permanent Exclusion Letter
- Managing Pupil Behaviour Policy
- SEN Policy (if the pupil has SEN)
- Academic Data
- Attendance Print Out
- Code of Conduct (this is in the student planner)
- Content Page and numbered pages
- All letters signed and dated
- Any supporting evidence
- Contact details of parent's support / information

## One Off Incidents

If a pupil is excluded for a 'one off incident', the following should apply:

- Witness statements, signed and dated
- If appropriate, any names removed
- Any evidence that related to the one off incident
- Subsequent interventions
- Any recent circumstances
- Evident of communication with parents

## Persistent Disruptive Behaviour

Where a pupil has been excluded for persistent disruptive behaviour, the following should apply:

- Behaviour Log
- Evidence of communication with home
- Fixed Term Exclusions letters
- Minutes of Reintegration meetings
- Early help referral
- Interventions map
- Evidence of interventions,
- External agencies

## Procedures for Fixed Term Exclusions

- These exclusions can be from 1 to 45 days in any school year
- The length of the exclusion will take into account the issues stated above
- The parent of the pupil will be notified immediately preferably by telephone. This will then be followed by a letter
- If a pupil is excluded for 5 days or more in a term, the Governing Body Discipline Committee and LEA will be informed immediately
- If the exclusion is between 5 and 15 days in a term the Discipline Committee should meet between the 6<sup>th</sup> and 30<sup>th</sup> school day to consider the exclusion
- For exclusions over 15 days a meeting of the Discipline Committee should take place between the 6<sup>th</sup> and 15<sup>th</sup> after the date of notice to exclude
- If an exclusion denies the pupil the opportunity to sit public exams the Governing Body and LEA should be notified without delay. However, pupils will normally be allowed to sit exams, unless there is an exceptional circumstances and alternative arrangement have been made.
- If a pupil is excluded for more than 5 days, there must be a 6-day provision provided at an alternative provider
- For exclusions of 5 days or less work must be set and marked
- There is no appeal process for fixed term exclusions. However, parents can make representation to the Governing Body.

## Procedures for Permanent Exclusion

- Parents should be notified immediately of a permanent exclusion. This should be done by telephone, followed by a letter no later than 1 day later
- The Governing Body should meet within 15 school days of the decision to permanently exclude a pupil
- An appeal by parents should be made to the Clerk of Governors within 15 days of the Discipline Committee's decision to uphold the Head Teacher's decision
- Governors should not have a prior meeting about the case
- All written evidence must be seen by all parties in advance of the meeting with the identities of any pupils concealed

## **Informing Parents**

- Why the pupil has been excluded
- The length of the exclusion, date and time for the pupil to return
- If a permanent exclusion, the date the exclusion takes effect from, details of relevant warnings, fixed term exclusions or other disciplinary measures taken before the present incident
- Arrangements for the pupil to continue with work
- Parental right to state their case to the Governing Body
- Who the parents should contact if they wish to state their case
- The latest date that the parent can put a written statement to the Discipline Committee
- The parents right to see the pupil's record
- If a lunchtime exclusion, the length and arrangements for pupils to receive a lunch if they are entitled to free school meals