



Reviewed on:	February 2020
Next Review:	February 2022
Staff Responsibility	Head Teacher
Governor responsibility	FGB
Signed by Chair	

Exclusion Policy

Rationale

Barton Primary School has a **Behaviour Policy** which aims to ensure that our children develop good emotional, social and behavioural skills that will equip them well for life. There are procedures in place to ensure the safety and well-being of all members of the school community. The Behaviour Policy includes strategies to help improve the behaviour of individual pupils and consequently avoid exclusion.

However, in rare cases it may be necessary to exclude a pupil:-

- In response to a serious breach of the School's **Behaviour Policy**, or
- If allowing the pupil to remain in School would seriously harm the education or welfare of the pupil or the school community

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in their absence, the Deputy Head when officially delegated in that role).

Procedures for exclusion

There are two types of exclusion:-

- Fixed Period Exclusion
- Permanent Exclusion

Exclusion, whether fixed period or permanent, may be used for unacceptable behaviour and serious infringements of the school's **Behaviour Policy**. Please see appendix A for the national standard list of reasons for exclusion.

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

Fixed period exclusion

Fixed period exclusions are of short duration (usually between one and three days). The DfE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year. The length of the exclusion will be determined by the Headteacher depending upon the severity of the misconduct. This may be lengthened by up to 5 days to give more time to meet with parents and other professionals in order to put appropriate plans in place to support the pupil on their return to school.

Procedure for fixed period exclusion:

- Following exclusion, parents are contacted immediately by telephone or by a home visit to arrange collection and supervision of the pupil. A letter will also be sent giving the reason for the exclusion and the date the exclusion ends. This letter will also give information to parents regarding their right to contact the Governing Body, the Local Authority and national support services if they wish to do so. This letter follows the DfE legal requirements.
- The Headteacher will also inform the Local Authority of any fixed period exclusion.
- The Headteacher will make arrangements for the excluded child to receive schoolwork to do at home until he/she returns to school.

- Educational provision must be made from the first full day of exclusion for all Looked After Children (LAC) and from the sixth full day of exclusion for all other pupils.
- A reintegration meeting will be held at school for the parents, pupil and appropriate school staff, including a member of the Leadership team when the pupil returns to school.
- The Headteacher must inform the Governing Body if a pupil is excluded for more than 15 days in one term. A Governor Pupil Discipline & Exclusion Panel must sit to consider the exclusion if the total period reaches 15 days in one term. The parents may also request a Governor Pupil Discipline & Exclusion Panel considers the exclusion if 5 days are reached in a term.

Permanent Exclusions

Procedures for permanent exclusion:

- The Headteacher informs the parents/carers of the exclusion both verbally and in writing. The letter will inform the parents/carers of their right to make representations to the school's Governing Body and Local Authority.
- The Headteacher will notify the Local Authority and the school's Governing Body via the Clerk within one day.
- The Governing Body's Pupil Discipline & Exclusion Panel will convene a meeting within 15 school days of notification to consider the case. They will invite the parent/carers, Headteacher and a Local Authority officer.
- The child remains on the school 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 Local Authority.

A child will only be excluded from school as a last resort.

Alternatives to Exclusion

Alternative strategies to exclusion are included in the **Behaviour Policy**. The threat of a permanent exclusion will never be used as the means to coerce parents to move their child to another school.

Behaviour Outside School

Pupils' behaviour outside School on school activities, for example school trips or sports events, is subject to the school's **Behaviour Policy** and unacceptable behaviour will be dealt with as if it had taken place in school. For behaviour outside school but not linked to a school activity, this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline in school. If pupils' behaviour in the immediate vicinity of the school or on a journey to and from school is poor and meets the school's criteria for exclusion then the Headteacher may decide to exclude.

Drug Related Exclusions

In making a decision on whether or not to exclude for a drug-related offence, the Headteacher will seek advice from the Local Authority. The decision will depend on the precise circumstances of the case and the evidence available. In some cases, fixed period exclusion will be more appropriate than permanent exclusion.

Appendix A

National Standard List of Reasons for Exclusion

PP - Physical assault against pupil

Includes:

- Fighting
- Violent behaviour
- Wounding
- Obstruction and jostling

PA - Physical assault against adult

Includes:

- Violent behaviour
- Wounding
- Obstruction and jostling

VP - Verbal abuse / threatening behaviour against pupil

Includes:

- Threatened violence
- Aggressive behaviour
- Swearing
- Homophobic abuse and harassment
- Verbal intimidation
- Carrying an offensive weapon

VA - Verbal abuse / threatening behaviour against adult

Includes:

- Threatened violence
- Aggressive behaviour
- Swearing
- Homophobic abuse and harassment
- Verbal intimidation
- Carrying an offensive weapon

BU - Bullying

Includes:

- Verbal bullying
- Physical bullying
- Homophobic bullying
- Racist bullying

RA - Racist abuse

Includes:

- Racist taunting and harassment
- Derogatory racist statements
- Swearing that can be attributed to racist characteristics
- Racist bullying
- Racist graffiti

SM - Sexual misconduct

Includes:

- Sexual abuse
- Sexual assault
- Sexual harassment
- Lewd behaviour
- Sexual bullying
- Sexual graffiti

DA - Drug and alcohol related

Includes:

- Possession of illegal drugs
- Inappropriate use of prescribed drugs
- Drug dealing
- Smoking
- Alcohol abuse
- Substance abuse

DM - Damage

Includes damage to school or personal property belonging to any member of the school community:

- Vandalism
- Arson
- Graffiti

TH - Theft

Includes:

- Stealing school property
- Stealing personal property (pupil or adult)
- Stealing from local shops on a school outing
- Selling and dealing in stolen property

DB - Persistent disruptive behaviour

Includes:

- Challenging behaviour
- Disobedience
- Persistent violation of school rules

OT - Other

Includes incidents which are not covered by the categories above, but this category should be used sparingly.