

EXCLUSIONS POLICY

OPERATIONAL GUIDELINES

INTRODUCTION

Exclusions can only be made by the Head, or in his absence, the Deputy Head.

OFFENCES

Any act of anti social behaviour which compromises the security of the individual or any member of the school community will be treated seriously. In addition to any appropriate Police action, formal exclusion, either permanent or a fixed period, may follow. Examples include:

- bullying in all its forms (see anti bullying policy)
- acts of aggression and behaviour which threatens the well being of others
- persistent disruption to teaching and learning
- theft
- drug related incidents
- damage to property
- failure to comply with the school's dress code

EVIDENCE

Senior Pastoral Staff will submit written evidence to the Head. This evidence will be considered by the Head as quickly as possible, but as exclusion is the last disciplinary sanction available, care will be taken in making the decision on:-

- a) Whether to exclude.
- b) The terms of the exclusion.

PRELIMINARY ACTION

Senior Pastoral staff will, while the exclusion is being considered:

1. Use the Internal Exclusion system to isolate the pupil if necessary.
2. Contact parents to explain the serious nature of the incident and that an appropriate sanction is being considered - but not necessarily commit the school to a specific decision at that point.
3. Contact external agencies, as appropriate e.g. Police.
4. Consider a reintegration programme in the event of an exclusion being imposed.
5. Document in detail the circumstances on the pupil record card.
6. Keep appropriate staff informed of the process

DECISION PROCESS

In considering an exclusion and, as appropriate the length of the exclusion, the Head will take into account:

- a) Recommendations in DCSF/LA Circulars.
- b) The specific incident and previous serious incidents.
- c) Whether or not the pupil has been excluded previously and for how long.
- d) The impact of the behaviour of the pupil on the wider school community.

IMPLEMENTATION

If an exclusion is deemed an appropriate sanction, the Head will arrange for the completion of the appropriate documentation, including a letter to parents, detailing the nature of the exclusion.

Senior Pastoral Staff will:

- a) Contact the parents by phone if possible and arrange for school work to be completed at home.
- b) Arrange a meeting with parents and other agencies as appropriate.
- c) Inform relevant staff.
- d) Make arrangements for the implementation of a return programme.

RECORDS AND MONITORING

- a) Exclusion will be recorded:
 - 1. On pupils individual records.
 - 2. On a central record to be made available to appropriate authorities.

REVIEW

The policy and procedures on exclusions will be reviewed in relation to other disciplinary measures by the Head and Senior Management Team following an annual report from the Deputy Head, Learning on behaviour matters.