

Policy Reviewed: June 2020

Next Review: June 2023 Responsible Committee: Pastoral



SHEEN MOUNT PRIMARY SCHOOL

Exclusion Policy

Aims

It is the aim of Sheen Mount Primary School to strive to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. This policy should be read in conjunction with our Behaviour and Anti-Bullying Policy. Sheen Mount aims to ensure that the exclusions process is applied fairly and consistently.

As a school, we feel it is important to promote a caring and supportive environment to enable all members of the school community to feel secure and respected and to therefore promote good behaviour in others.

Purpose of this policy

This policy is designed to briefly outline the school's approach to exclusions within the statutory framework as defined in the The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012. 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 our Behaviour and Anti-Bullying Policy. A child may be at risk of exclusion from school for:

- Verbal or physical assault of another child or adult;
- Persistent and repetitive disruption of lessons and other pupils' learning;
- 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 their behalf. If neither is 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 children is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of an Exclusion

1) Parents will be notified as soon as possible of the decision to exclude a child 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 parents the same day.

2) In the case of a Permanent Exclusion, parents will be notified by the Headteacher in a face-to-face meeting.

3) A child who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.

4) The school will also work to put in place a programme for the child on his/her return. This will include input from staff at the school, parents, if appropriate, and any other appropriate bodies e.g. Local Authority behavioural support team. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the school will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following an exclusion, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.

5) The Chair of Governors, LA Inclusion Officer and relevant school staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

Children Returning from a Fixed Term Exclusion

All children 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 exclusion can be avoided and behaviour modified to acceptable standards in partnership between child, parent and school.

Permanent Exclusions

Sheen Mount will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a headteacher may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

If your child has been permanently excluded, please be aware that:

- the school's governing body is required to review the headteacher's decision and you may meet with them to explain your views on the exclusion
- if the governing body confirms the exclusion, you can appeal to an independent appeal panel organised by the local authority
- the school must explain in a letter how to lodge an appeal
- the local authority must provide full-time education from the sixth day of a permanent exclusion

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 link to which can be found at <https://www.gov.uk/government/publications/school-exclusion>

The person who should be contacted to initiate an appeal, is the Clerk to the Governors who can be contacted by email: clerk@sheenmount.richmond.sch.uk

Relationship to other school policies

This policy should be read in tandem with our Behaviour and Anti-Bullying Policy as well as other relevant school policies, particularly the Inclusion Policy, SEND Policy and the Equality Policy.