

The Sandon School



EXCLUSION POLICY

Last Adoption Date: March 2020
Next Review Date: Autumn 2020

THE SANDON SCHOOL EXCLUSION POLICY

INTRODUCTION

1. This policy is part of the scheme for good discipline at The Sandon School (School). It is to be read in conjunction with and is intended to be consistent with the Department for Education's current guidance on exclusions and also the policies of our School relating to Behaviour and if appropriate Drugs and Equality. Day means a normal school teaching day and Parent means anyone with parental responsibility including carers and adult students where appropriate. Copies of all letters will be sent by email when possible.

GENERAL

2. All exclusions will be appropriate and warranted on disciplinary grounds. They will be lawful, reasonable and procedurally fair. They will be rational and proportionate to the disciplinary problem.
3. Our aim is to INCLUDE NOT EXCLUDE. We will approach all challenging behaviour in a supportive and positive way. We will address the individual problems and capabilities of each of our students with the aim of preventing behaviour difficulties escalating. We have the power to transfer a student to a different education provider to improve behaviour.
4. Only the Headteacher or in their absence the most senior teacher acting in that role may exclude a student.
5. The Headteacher will consider underlying causes in particular with persistent disruptive behaviour. We aim for early intervention that may involve multi agency assessments. External advice will be sought where appropriate
6. The decision to exclude a student will only be taken in response to serious and/or persistent breaches of the Behaviour Policy and rules of the School and where allowing the student to remain in the School would seriously harm the education or welfare of students or others in the School. The Headteacher will consider the impact of the decision on all students and staff.
7. This policy applies to behaviour outside school on the same basis as set out in our Behaviour Policy.
8. When appropriate the Headteacher will inform other agencies including the police. The Headteacher will keep full records of investigations and the explanation by students and staff of their conduct and version of events.
9. Exclusions are not used for non disciplinary reasons such as poor academic performance. They will not be imposed immediately unless there is a threat to safety.
10. The decision of the Headteacher is on the balance of probabilities as with a civil action. It is not beyond reasonable doubt as you find in a criminal action.
11. An exclusion is not normally used until all other sanctions in our Behaviour Policy and other alternative interventions have been exhausted. For example, a managed move to another school or education provider may be

suggested. With extreme bad behaviour exclusion may be appropriate for a first or one off offence.

THE TWO TYPES OF EXCLUSION

FIXED PERIOD

12. The student is barred from the School for a fixed amount of time usually between 1 and 5 days. It could be at a lunch time which is equivalent to a ½ day exclusion. In total there will be no more than 45 days fixed period exclusions in a school year.

PERMANENT EXCLUSION

13. The student is permanently barred from the School. This is usually the final step when all other strategies have failed. It may be appropriate for a first or one off offences such as
 - A. Serious actual or threatened violence
 - B. Serious sexual assault or abuse
 - C. Serious breach of the Drugs Policy or the Equality Policy of the School
 - D. Carrying an offensive weapon or substance

STUDENTS

14. The Headteacher and the Governors if they become involved will consider
 - A. Your version of events and explanation for your conduct
 - B. Your individual problems and capabilities such as
 - Do you have special educational needs?
 - Are you disabled and if so what adjustments have been made?
 - Do you have medical problems, mental and/or physical?
 - Do you have equality protection such as race or are you part of particular ethnic group?
 - Are you looked after/in the care of a local authority?
 - Do you have family problems?
 - Do you have an Education, Health and Care Plan?
 - C. Were you provoked, bullied, or exploited and/or threatened with violence?
 - D. Are you vulnerable to exclusion and/or disadvantaged ?
15. There will be a strategy for your reinstatement after a fixed period exclusion that will include the management of your future behaviour. You, with your parents, will attend a meeting for this purpose.
16. An excluded student will be encouraged and enabled to participate in all stages of the exclusion process. You may attend any Governors' meeting where the chair considers it appropriate taking into account your age and ability to understand. Parental consent may be appropriate. At this meeting you may be accompanied by a friend or a peer mentor.
17. Students will not be sent home during the day for behaviour unless there is an exclusion. They may be sent home for other reasons such as a medical reason. If the school wishes to send a student home during the day for any

reason they must first do a risk assessment. The safety of the student is paramount.

CONTINUING EDUCATION OF STUDENTS

18. For a fixed period exclusion of 1 day or less no work will be set and marked. Work should be undertaken in accordance with the exclusion letter.
19. For a fixed period exclusion of between 2 and 5 days (this includes the start of a permanent exclusion) the student may have work set and marked by the School. Otherwise work should be undertaken in accordance with the exclusion letter.
20. For a fixed period exclusion of 6 or more consecutive days the School will make provision for full time education. This does not apply to lunch time exclusions and sixth form students.
21. For a permanent exclusion no later than the sixth school day of the exclusion the Education Access Team will provide for your full time education. This does not apply to sixth form students.

PARENTS

22. "Parents" includes all people with parental responsibility including carers.
23. Parents need to work in partnership with the School. They should support and reinforce the School's expectations on behaviour.
24. Subject to Data Protection Law parents have a right to see the School record of their child. A note of any exclusion will be made on that record.
25. Parents must ensure that during the first 5 days of any exclusion their child is not in a public place during School hours. It is an offence not to comply with this requirement. This does not apply to sixth form students.
26. Parents may be required to attend meetings at the School concerning the behaviour of their child. They will normally be required to attend a reintegration meeting after exclusion.
27. A Parent will be notified of an exclusion on the day of the decision to exclude their child. This may be by phone or in person. A letter with reasons will be sent the same day.
28. Parents should appreciate that their child may be sent to another education provider without your agreement although we would try to obtain this first. A managed move to another school will require your consent.

GOVERNORS' DISCIPLINE COMMITTEE

29. The Governing Board of the School has delegated all of its responsibilities concerning exclusions to this committee. The committee will comprise three governors who have received training in exclusions. They act independently to achieve a fair outcome. They may make their own rules for this purpose. The chair of the committee may mediate. They aim to be impartial without

bias and will have no personal interest in the case of the student excluded. All communication should be via the clerk of the governors.

30. Parents have the right to refer any exclusion to the Discipline Committee for review subject to various rules that are now dealt with in outline.
31. If the exclusion is for a fixed period of 5 days or less the committee will consider written representations from a parent but only in exceptional circumstances will there be a review hearing.
32. For exclusions totalling between 5 and 15 days in a school term a parent may request a review hearing which will be determined within 50 school days of the exclusion.
33. There will be a review hearing within 15 school days of the exclusion for
 - All permanent exclusions
 - All fixed term exclusions where a student is excluded for over 15 days in a school term
 - A student who will miss a public exam. In this case if it is urgent the Chair of Governors will determine matters rather than the committee
34. All exclusions referred to in clauses 32 and 33 will be notified immediately to the Chair of Governors on behalf of the Board.
35. Parents/Students do not have to attend a Discipline Committee meeting. They can deal with matters by written representation. They may wish to make verbal representations or a combination of the two. Parents should tell the committee clerk immediately any dates they are unable to make for a review hearing. All written representations should be lodged with the clerk five days before the review hearing date, or later only in exceptional circumstances.
36. The clerk will provide full guidance on the requirements for a review hearing and the rights of a parent to a further review by way of appeal

REINSTATEMENT

37. A parent must say if reinstatement is not in the best interest of their child and confirm their desired outcome.
38. Exclusions of 5 days or less in a school term may be reviewed by the committee but there are no rights of reinstatement.
39. When there is a right to reinstate the committee may only decline to reinstate or direct reinstatement immediately or on a particular day.
40. Exclusions totalling between 5 and 15 days in a school term may be reviewed by the committee if a parent requests. There is a right to reinstatement if the Headteacher was wrong to exclude.
41. The Committee must consider reinstatement for all exclusions referred to in Clause 33 above.

42. The Headteacher may withdraw any exclusion at any time before the end of a review hearing.

CONCLUSION

43. This policy will be easily accessible and well publicised. It was adopted under Chair's Powers on 26 March 2020 and will be ratified by the Governing Board at the next Full Governors meeting. It will be reviewed at least annually.