



BASTON CE PRIMARY SCHOOL EXCLUSION OF PUPILS POLICY

A decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by the school. The school is responsible for communicating to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation. In such cases the headteacher will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give his/her version of events and the headteacher will check whether the incident may have been provoked, for example by bullying or racial harassment.

Reasons for exclusion:

- Serious breach of the school's rules or policies.
- Risk of harm to the education or welfare of the pupil or others in the school
- Breakdown of the relationship between the school and parents

Any exclusion will be at the recommendation of the headteacher and at the discretion of the Governors. The headteacher must immediately inform the governing body and the LA of:

- (a) permanent exclusions
- (b) fixed period exclusions of six days or more (or more than 10 lunchtimes)
- (c) exclusions which would result in the pupil missing a public examination

Lincolnshire County Council provides exemplars of letter to parents for the following exclusion periods. The school adheres to Lincolnshire's system of exclusion and follows County guidance in this matter.

For all fixed period exclusions

- During the first five days of any exclusion the school must set work to be completed at home by the pupil.
- ***From the sixth school day (not cumulative) of a fixed period exclusion the school must provide suitable full-time education. This will continue until the end of the exclusion.***
- A re-integration interview must be arranged following any fixed period exclusion of a primary-aged pupil and following a fixed period exclusion of 6 days or more for all pupils;
- Exclusions form 'EP/EXC1' should be completed and sent, with any necessary enclosures, to Out_of_School@lincolnshire.gov.uk

Exclusion of 5 days or less

- Unless the exclusion will result in the pupil missing a public examination, the headteacher is only required to report such exclusions to the governors once a term;
- Governors do not need to meet to consider the exclusion, unless the parent wishes to make representations;
- If representations are received, the governors must consider them but cannot direct re-instatement;
- The DCSF Guidance gives no indication as to when this meeting should take place, but advise that the governing body should respond promptly to any request from the parent;
- Update pupil's information on INTEGRIS. Copy of exclusion letter to parent placed on pupil's file.
- Exclusions form 'EP/EXC1' should be completed and sent, with any necessary enclosures, to Out_of_School@lincolnshire.gov.uk

Exclusion of 6 - 15 days (or cumulative)

- The governors do not need to meet, unless the parent wishes to make representations;
- The DCSF Guidance states that governors must meet to consider any such representations within 6 to 50 days of receiving notice of the exclusion but, again, should respond promptly to any request from the parent;
- The governors can uphold or overturn the exclusion but cannot increase its length;
- Update INTEGRIS. Copy of exclusion letter to parents should be forwarded to District Inclusion Officer, as well as being placed upon the pupil's school records.
- Exclusions form 'EP/EXC1' should be completed and sent, with any necessary enclosures, to Out_of_School@lincolnshire.gov.uk

Exclusion of 16 - 45 days (or cumulative) or Permanent Exclusion

A permanent exclusion is a very serious decision and the headteacher will consult with a Governor before enforcing it. As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence such as:

- Serious actual or threatened violence against another pupil or a member of staff
- Possession or use of an illegal drug on school premises
- Carrying an offensive weapon
- Persistent bullying
- Racial harassment

The decision to exclude

If the headteacher decides to exclude a pupil he/she will:

- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the pupil
- contact the parents, explain the decision and ask that the child be collected
- send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return
- plan how to address the pupil's needs on his/her return
- Governors must meet within 6 to 15 days of receiving notice of the exclusion and must decide whether or not to uphold the exclusion;
- Parents must be invited to make representations to that meeting, if they so wish, but even if they do not, the meeting must take place;
- The governors can uphold or overturn the exclusion, but they cannot increase the length of a fixed term exclusion;
- Exclusions form 'EP/EXC1' or, in the case of Permanent Exclusion, 'EP/EXC3' should be completed and sent, with any necessary enclosures, to Out_of_School@lincolnshire.gov.uk
- Update INTEGRIS;
- Where the governors uphold a permanent exclusion, the parent has the right to appeal to the Independent Appeal Panel within 15 school days of receiving written notification of the governors' decision.

NB: If any exclusion would cause the pupil to miss a public examination, the school should consult with the Education Service, in order to explore possible alternatives.

We ensure we offer and implement a range of support and management strategies. These could include:

- Discussion with the pupil
- Mentoring
- home school book
- Discussions with parents
- Target setting
- Checking on any possible provocation
- Detention
- Mediation

- Counselling
- Internal exclusion

Exclusion will not be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules), except where these are persistent and defiant.

An exclusion should not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority.

Pupils with special educational needs and disabled pupils

The school must take account of any special educational needs when considering whether or not to exclude a pupil. We have a legal duty under the Disability Discrimination Act 1995 as amended not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. The headteacher should ensure that reasonable steps have been taken by the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability.

'Reasonable steps' could include:

- differentiation in the school's behaviour policy
- developing strategies to prevent the pupil's behaviour
- requesting external help with the pupil
- staff training

Where reasonable adjustments to policies and practices have been made to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.