

**Hampton Vale
Primary Academy**



Exclusion Policy

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1.0 Introduction and General Principles

1.1 At Hampton Vale Primary Academy, we have high expectations of the behaviour of our children. Permanent exclusion will only be used as a last resort when all other sanctions in line with the school Behaviour policy have been exhausted along with any other reasonable steps and adjustments. This could include being sent to another class, Senior Leaders in the school, or internal exclusion (this is where the child will spend time in another class for a period of time).

1.2 Permanent exclusion may, on extremely rare occasions be the only possible response to a single incident of very extreme misconduct which if allowing the child to remain in school would be to the serious detriment of the education and/or welfare of students and staff.

1.3 In applying this exclusion policy, we will follow the latest guidance and advise from the Department of Education and the Local Authority.

1.4 Each incident of exclusion will be recorded in a standard format, which should detail;

- the name of the student
- the year group and class
- the gender of the student
- the ethnicity of the child
- the type of exclusion
- in the case of fixed term exclusions, the number of days of which

2.0 Procedures for Fixed-Term Exclusions

2.1 The Headteacher will normally decide if a student is to be excluded for a fixed period. Where The Headteacher is absent, this power to exclude for a fixed period is delegated to The Deputy Headteacher.

2.2 Each individual case will be determined on its merit and circumstances will be investigated, considered and taken into account. The degree of severity of the offence, the frequency of occurrence and the likelihood of recurrence will be taken into account, as will the previous record of the student involved.

2.3 If a student is to be excluded for the first time, the length of the exclusion will normally be between 1-3 school days. Longer periods may be used for more serious offences, extreme circumstances or a reoccurrence of misbehaviour following previous fixed term exclusion.

2.4 Fixed-term exclusion will be considered as an option where verbal or physical abuse is directed towards staff and students and in serious cases of unprovoked violence towards fellow students or staff. It will also be considered in case of the bringing of dangerous objects or illegal substances onto the school premises.

2.5 When the Headteacher or allocated Senior Manager has decided that there is adequate ground for the exclusion of a student, the parents will be informed by telephone as soon as possible. A letter will then be issued to the parent of the day of exclusion. The letter should detail;

- the reason for the exclusion
- the length of the exclusion
- a suggested date on which parents may meet with the Headteacher or allocated Senior Manager to discuss the exclusion
- right to make representations to the Local Governing Committee.
- Information regarding the exclusion should be sent to the Chair of Governors and the Head of the Pupil Referral Service at the Local Authority.

2.6 Representations to the Local Governors concerning fixed term exclusion will normally be made in the first instance to the Chair of Governors. If the matter cannot be resolved by the Chair of Governors in the first instance, he/she may decide to refer the matter to a sub-committee of Governors.

2.7 Before the student returns to school, a reintegration meeting should be convened by the appropriate Senior Leader (Headteacher/ Deputy Headteacher) with the appropriate members of staff, parents and child. During the reintegration meeting the following will be discussed and documented;

- Name, Year Group
- Exclusion dates
- Reason/s for exclusion
- Date of reintegration meeting
- Agreed and set targets for the child.

2.8 At the end of the meeting, all parties will be asked to sign the agreement but the child is escorted back into class. The form is then stored on the record of the child.

2.9 In extreme and rare circumstances, the school reserves the right to use fixed term exclusion up to the maximum period allowed in the current legislation. In the case of fixed term exclusions exceeding the maximum period a meeting of Governors Sub Committee will be convened.

2.10 If the exclusion is for 6 days or more the Headteacher (or appropriate Senior Leader) will;

- Plan full-time, offsite, educational provision from day 6 of the exclusion
- Ensure that work is set and sent home for completion.
- Notify parents of their responsibility to ensure that their child is not found in a public place during school hours
- Inform the Local Authority of the details of the exclusion and the provision made for the individual.

3.0 Procedures for Permanent Exclusions

3.1 The Headteacher alone will normally decide if a student is to be permanently excluded. Where the Headteacher is absent and the Deputy Headteacher feels that permanent exclusion may be the appropriate response, the Deputy Head may exclude the student for a fixed-term period to allow the Headteacher to consider the case on his/ her return.

3.2 Permanent exclusion is a very serious decision to come to and should only be used when all other sanctions, reasonable adjustments have failed to produce the desired outcomes for the student. It may also be an appropriate response to a single

3.3 incident of extreme misconduct, for example extreme violence towards a fellow students or assault on a staff member.

3.4 The Headteacher will inform the parents of a permanent exclusion immediately by telephone and followed up in writing. The letter will give parents at least seven days notice of a hearing before the Governors Sub Committee to consider the exclusion.

3.5 The letter will state;

- That the student has been permanently excluded
- The reasons for the permanent exclusion
- the parents right to examine the record of the student
- the purpose of the hearing
- that the parent and student should attend the hearing and have the right to be accompanied by a friend
- that if they do not attend the hearing it may proceed in their absence
- that is the Governor confirm the exclusion, the parents have a right of appeal to an Independent Appeals Committee

A copy of this letter should be sent to the Chair of Governors and Sub Committee.

3.6 The Headteacher will make arrangements for a hearing before a Governors' Sub Committee to take place within 14 days of the exclusion. Normally, three members of the Governors will sit on the sub committee. No Governor who has any prior knowledge or involvement in the case should sit on the panel.

3.7 The procedure followed at the hearing will be as informal as possible. It will normally follow the format set out as below;

- The Sub Committee will meet jointly with the Headteacher and the parent, Student and any accompanying companion.
- The Governors will invite the Headteacher to give his/her reasons for recommending permanent exclusion
- The parent/s will be invited to ask questions of the Headteacher
- The parent/s will be given the opportunity to explain why they think permanent exclusion is inappropriate.
- The Hadteacher will be given an opportunity to ask questions of the parents.
- The Headteacher and parents will be given the opportunity to sum up and ask further questions of the Governors. The Governor may wish to ask further questions to either the Headteacher or the parents.

- The Governors should be given time to convene to allow them to consider their decision. At this point, the Headteacher, parents and students should withdraw from the meeting.
- It is important that all parties in the meeting are aware that an adjournment can be called at anytime. This could be for discussion, to compose themselves or seek advice from a professional advisor.

3.8 The Governors will decide to either;

- Uphold the decision of the permanent exclusion
- To order the immediate reinstatement of the student

3.9 The decision of the Governors Sub Committee will be communicated to the parents by letter on the same day. If the Governors decide to uphold the decision to

3.10 Permanently exclude, the letter should inform the parents of their right to appeal to an Independent Appeals Committee.

4.0 Monitoring and review

4.1 Each incident of exclusion will be brought to the attention of the Chair of the Governors.

4.2 If for no other reason, this policy will be reviewed in three years in conjunction with statutory and local requirements.