



Exclusion Policy

Reviewed by: Catherine Bull

Date reviewed: March 2021

Approved by Governing Board: April 2021

Next revision due: April 2023

Headteacher	Sign and Date	
Chair of Governing Board	Sign and Date	

Policy and objectives

Parsons Down Partnership of Schools aims to include, not exclude, and we will approach all challenging behaviour in a supportive and positive way. We recognise that poor behaviour can be symptomatic of a real, deeper need for our support or being influenced by external factors beyond the school's influence. Parsons Down strives to never give up easily on a pupil as we recognise that each person has a unique contribution to make to school life and we will support them to achieve this. Parsons Down will consider all potential exclusions on a case by case basis and there are two main reasons why an exclusion may occur;

- Serious breach of the school rules or policies.
- Serious risk of harm to the educational welfare of the pupil, other pupils or staff within the school environment.

For both incidents this can either be for a very serious one off incident or the repetition of serious incidents over a period of time. Any exclusions will be at the discretion of the Headteacher, usually in consultation with other members of the Senior Leadership Team who will then take the necessary actions to ensure the exclusion is in line with the government's statutory guidance on exclusion and Local Authority's exclusion regulations.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf

Types of Exclusion

Internal Exclusion

Internal Exclusion is when a pupil is excluded from the rest of the school and must work away from their class/classes for a fixed amount of time. This will be in a setting deemed appropriate by the Headteacher. An internal exclusion is a discretionary measure where a pupil's behaviour has escalated and more serious measures need to be taken beyond the normal classroom behaviour policy. When a pupil is internally excluded parents will be informed by the Headteacher or member of the senior leadership team. In most cases an internal exclusion assists to prevent a Fixed Term Exclusion. Within all Internal Exclusion environments, support will be offered to the pupil through the relevant staff overseeing the Internal Exclusion to ensure class work is achieved and reparation work is carried out to ensure the pupil can return to the normal classroom.

Fixed Term Exclusion

Fixed Term Exclusion is when a pupil is excluded from school and must remain home for a fixed amount of time. Parsons Down will ensure that this is for the shortest time necessary to ensure minimal disruption to the pupil's education however the school will also be mindful of the seriousness of the breach of policy and the seriousness of the pupil's behaviour in line with the Exclusions Policy. It is the parent's responsibility to ensure that during the Fixed Term Exclusion the pupil is not seen in a public place during normal school hours as this would make the parent liable to a fine. If a fixed term exclusion is longer than 5 days the Headteacher will ensure there is education provision provided for the pupil during this extended period. This can be in the format of an alternative education setting such as the iCollege. At Key Stage 1 and 2 this is called the Inspiration College. With all Fixed Term Exclusions the school will provide education

materials for the parents to ensure the pupil will not fall behind in classwork and it is the parents' responsibility to ensure that this work is completed during the first five days. For the extended Fixed Term Exclusions the school will liaise with the alternative education provision to ensure appropriate work is provided and information about the pupil is shared to ensure the right differentiation of work is achieved.

Permanent Exclusion

A Permanent Exclusion is when a child is permanently excluded from school and not allowed to return. This is a very serious decision and the Headteacher will consult Senior Leaders and the Chair of the Governing Body as soon as possible in such a case.

Reasons for Exclusion

A decision to exclude a pupil is always seen as a last resort by Parsons Down. The physical and emotional health of our pupils and staff is our primary concern and we therefore accept that in some serious situations exclusions may be necessary if all other strategies have been exhausted. Decision to exclude will usually follow a range of strategies and be seen as a last resort or be in response to a very serious breach of school rules and policies or disciplinary offence such as:

- Serious act or threat of violence against another pupil or member of staff.
- Possession or use of an illegal substance on school premises, this includes alcohol.
- Possession of an offensive weapon
- Persistent bullying.
- Persistent prejudiced based harassment.
- Persistent disruptive behaviour
- Damage to school property
- Theft

The Decision to Exclude

If the Headteacher decides to exclude a pupil she will:

- Ensure there is sufficient recorded evidence to support the decision.
- Explain the decision to the pupil if the pupil is in an appropriate state of mind to listen.
- Contact the parents or assign a member of the Leadership Team to contact the parents and explain the decision and ask that the child is collected if it is during the school day.
- Send a letter to the parents explaining the reasons for the exclusion; whether it is a Permanent or Fixed Term Exclusion indicating the length of the exclusion and any terms or conditions agreed for the pupil's return.
- Ensure for cases where more than a day's exclusion that appropriate work is set and arrangements are in place for it to be marked.
- If the exclusion is greater than fifteen days or is a permanent exclusion a Governors Disciplinary Meeting (GDM) will be held in school to examine the exclusion. Parents are invited to GDMs.
- Plan how to address the pupil's needs for integration back into the school community.
- Plan a meeting with parents and the pupil on his/her return to be conducted by the Headteacher or a suitable Senior Member of staff.

Re-Integration After a Fixed Term Exclusion

The pupil and the parent will be requested to attend a reintegration meeting with a senior member of staff. At this meeting the behaviour leading to the exclusion will be discussed and a way forward agreed. Support around behaviour will also be discussed. The pupil will not be able to return to school until the reintegration meeting is fulfilled.

Procedure for Appeal

If parents wish to appeal the decision of exclusion the matter will be referred to the Governing Body and handled through the school and Local Authority appeal procedure. The Headteacher will ensure that the information regarding the appeal process will be included on the letter informing the parents of the exclusion.

This Policy had been written with due regard to:

The Disability Discrimination Act 1995

The Special Needs Code of Practise

Exclusion from maintained schools, academies and pupil referral units in England

Statutory guidance for those with legal responsibilities in relation to exclusion September 2017

This policy should be read in conjunction with:

Safeguarding and Whistle Blowing Policies

Health and Safety Policy

Special Educational Needs and Disability Policy

Behaviour Policy

Anti-Bullying Policy

E-safety Policy

Equality Policy.

This policy is regularly monitored by the Senior Management Team, Staff and the Governor Teaching and Learning Committee, and it will be fully reviewed every two years.

Date Agreed: April 2021 Review Date: April 2023

