

## **Exclusion Policy**

### **To be read in conjunction with**

- DfE - Keeping Children Safe in Education (KCSIE) September 2019
- Safeguarding and Child Protection Policy
- Behaviour Management Policy
- Special Educational Needs and Disability (SEND) Policy
- Anti-Bullying Policy
- E-Safety Policy

### **Rationale**

The school deals with all behavioural issues in a supportive and positive way by using a range of strategies to positively modify pupils' behaviour and thus avoid any issues reaching the point of exclusion. However, there may be occasions when the school has no option but to implement a short term or permanent exclusion. The school recognises that the decision to exclude a pupil must be lawful, reasonable and fair. It recognises its statutory duty to give consideration to the protected characteristics and it ensures the fair treatment of groups who are particularly vulnerable to exclusion.

Exclusion is only used in the case of a serious breach of the Behaviour Management Policy. A pupil may be at risk of exclusion for:

- Verbal or physical assault of a child or adult
- Persistent and repetitive disruption of lessons and other pupils' learning
- Incidents related to drug or alcohol abuse
- Bringing knives or weapons into school
- Any other extreme misbehaviour which is outside the normal range of sanctions

### **Aims**

- To ensure that pupils and parents are clear about the consequences of repeated misbehaviour
- To identify any concerns about a pupils' behaviour at an early stage
- To work with parents to identify any causal factors and intervene early in order to modify the pupil's behaviour
- To ensure that all special educational needs and /or disabilities are fully met
- To consider if a multi-agency assessment is required and to organise an assessment if required
- To provide a behaviour plan in order to support the pupil and to ensure that strategies used are effective

## Objectives

- A fixed term or permanent exclusion can only be authorised by the proprietor
- A fixed term exclusion can last for between 1 and 5 days
- The school will set and mark work for all pupils during all fixed term exclusion periods
- A pupil may be excluded for one or more fixed periods up to a maximum of 45 school days in an academic year or permanently
- The proprietor will monitor the number of fixed term exclusions to ensure that no group is unfairly discriminated against and that the needs of individuals are met
- If a permanent exclusion is being considered for a child with an Education Health and Care Plan (EHCP) or a looked after child the local authority will be consulted
- If a child is permanently excluded the local authority will be informed when the child is removed from the school's register.

## Procedures

### Fixed Term Exclusions

Parents will be notified of the decision to exclude a pupil as soon as possible, in most cases they will be asked to meet with the proprietor on the day that the exclusion is decided, if this is not possible parents will be notified during a telephone call. A letter confirming the exclusion will be sent to parents the same day, this can be sent by email. The letter will detail the:

- reason for the exclusion
- period of the exclusion
- parent's right to make representations about the exclusion to the school and how the pupil can be involved in this
- how any representations can be made
- work which has been set for the pupil and the school's expectations during the exclusion period (that the pupil will remain at home or in the home of a relative and that the exclusion will not be seen as a holiday)

A pupil who has received a fixed term exclusion will have his/her behaviour explained to him/her by the proprietor so that they understand the reason for the exclusion. When the pupil returns to school they must attend a reintegration meeting, accompanied by a parent, during which the school's expectations for their future behaviour are made clear. The school will put in place support and intervention strategies to support the pupil on their return and establish practical ways in which further exclusion can be avoided.

### Permanent Exclusions

The school will usually only permanently exclude pupils as a last resort and after having tried to improve a pupils' behaviour through a range of other strategies, however, there are occasions where a pupil may be permanently excluded in response to a very serious incident and where there are no previous behavioural issues. Parents will be notified of the decision to exclude a pupil as soon as possible, in most cases they will be asked to meet with the proprietor on the day that the exclusion is

decided, if this is not possible parents will be notified during a telephone call. A letter confirming the exclusion will be sent to parents the same day, this can be sent by email. The letter will detail the:

- reason for the exclusion
- fact that it is a permanent exclusion
- parent's right to make representations about the exclusion to the independent appeals panel
- how any representations can be made

The school will attempt to work with parents to find a suitable school for the pupil. The local authority is required to provide an education for the pupil on or after the sixth day of exclusion.

The school will keep detailed records of all fixed term and permanent exclusions. The school will inform the local authority when a pupil is permanently excluded.

Document Control Information			
<b>Author</b>	Hayley Peacock	<b>Status</b>	Approved
<b>Version</b>	1.0	<b>Date</b>	24/06/2020
<b>Approved by</b>	Hayley Peacock	<b>Signed</b>	<i>H Peacock</i>
<b>Approved Date</b>	24/06/2020	<b>Review Date</b>	31/08/2020
<b>Location</b>	<a href="https://atelier21schools.co.uk/parents/#Policies">https://atelier21schools.co.uk/parents/#Policies</a>		

Document Review			
<b>Version</b>	<b>Amendment</b>	<b>By</b>	<b>Date</b>
1.0	Initial Release	H Peacock	24/06/2020