

# Policy

## Bradfield CE Primary School

### Exclusions Policy



At Bradfield we are

**LEARNING TO LIVE, with respect, courage and kindness**

**'Serve one another, humbly in love' Galations 5:13**

<b>Policy Name</b>	Exclusions Policy
<b>Brief Description:</b>	This document provides an overview of the Exclusion process
<b>Status: Statutory/non-statutory</b>	Statutory Policy
<b>Other related policies and procedures:</b>	SEN Policy Antibullying Policy Child Protection and Safeguarding
<b>Approval level: HT/Governors/FGB</b>	FGB
<b>Approved by the Governing Board on:</b>	3 <sup>rd</sup> October 2023
<b>Frequency to be reviewed</b>	Annually
<b>Latest Date for Next Review:</b>	October 2024
<b>Version + Schedule of Amendments:</b>	Written March 2016 Reviewed March 2021 Amended to include latest DfE guidance Nov 2022
<b>Signed:</b>	
<b>Position:</b>	
<b>Date of Signature:</b>	

## Introduction

By working with parents and pupils we aim to create a community where children feel safe and secure whilst learning to become good members of society. Bradfield CE Primary School aims to include not exclude, and will approach all challenging behaviour in a supportive and positive way. The school 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.

Bradfield CE primary School will consider all potential exclusions on a case by case basis. In line with statutory guidance the school may choose to exclude a child in response to a serious breach or persistent breaches of the school's behaviour policy or where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

The school's exclusion policy is in line with the government statutory guidance on exclusions (<https://gov.uk/government/publications/school-exclusion>).

## The categories for reporting of exclusions that are used by the school are:

- Verbal abuse/threat to an adult
- Verbal abuse/threat to a child
- Physical assault against an adult
- Physical assault against a child
- Bullying
- Misuse of illegal drugs
- Misuse of other illegal substances.
- Significant and deliberate damage to property
- Persistent and disruptive behaviour for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour
- Racist abuse
- Sexual misconduct
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability
- Theft
- Carrying or threat of use, of an offensive weapon or prohibited item.
- Arson

This list is non-exhaustive and is intended to offer examples rather than be complete or definitive.

## 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 to ensure class work is achieved and reparation work is carried out to ensure the pupil can return to the normal classroom.

## **Suspension**

Suspension (formerly fixed term exclusion) is when a pupil is excluded from school and must remain home for a fixed amount of time (usually between 1 and 5 days) Bradfield CE Primary School 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.

A suspension may be necessary while the school reformulates any support plans for a child following a serious or persistent breach of the behaviour policy. This short period gives time for reflection and action to ensure that all possible measures are in place to prevent further breaches.

Parents are informed and sample letters are available from the Local Authority. It is the parent's responsibility to ensure that during the suspension the pupil is not seen in a public place during normal school hours. With all suspensions, the school will provide education materials for the parents to ensure the pupil will not fall behind in classwork and it is the parent's responsibility to ensure that this work is completed during the first five days.

A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year).

If a suspension is longer than five days the Headteacher, together with the Local Authority, 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.

Lunchtimes. Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. Lunchtime exclusions are counted as half a school day for statistical purpose. Arrangements will be made for pupils entitled to free school meals to receive their entitlement by providing a packed lunch.

## **Managed move**

In cases where the Headteacher and parents agree that the progress of the child has been unsatisfactory and that the pupil is unwilling or unable to profit from the education of opportunities offered, or if a parent's failure to engage in strategies implemented by the school are resulting in a continued pattern of poor behaviour, the Headteacher may consult with the Local Authority and propose a managed move to another school. This is not an exclusion and in such cases the Headteacher will assist the parents in placing the pupil in another school in line with the Local Authority's Managed Move procedures (these can be found on the West Berkshire Council website).

## **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. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort.

The school will involve the police for any relevant offences

The Headteacher's power to exclude

1. Only the Headteacher (or Acting Headteacher) of a school can exclude a pupil and this must be on disciplinary grounds.

2. Outside School. The behaviour of pupils outside school e.g. sporting events, trips, can be considered as grounds for exclusion. This will be a matter of judgement for the Headteacher in accordance with the School's published Behaviour Policy.

### **General factors the school considers before making a decision to exclude**

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the pupil concerned. Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Headteacher will:

- Ensure appropriate investigations have been carried out, which includes allowing the pupil to give her/his version of events.
- Explore the wider context, taking into consideration how much the incident may have been provoked (for example by bullying or by racial or sexual harassment).
- Take into account the previous behaviour and character of the child
- Examine whether there are mitigating circumstances or whether there is a need to increase the level of nurture and pastoral support
- Consider all the evidence available to support the allegations taking into account the Behaviour Policy, Equal Opportunity and Race Equality Policies
- Explore a placement through fair access with other education providers
- Explore the possibility of a managed move to another LA school. If a managed move cannot be agreed between schools, then the school is to use Fair Access to request a managed move.

The Local Authority will be notified of all exclusions regardless of length and they will be recorded on SIMS ( School Information Management System)

## **Reintegration**

The school will support pupils to reintegrate successfully into school life following a suspension. The pupil will be offered a fresh start to help them understand the impact of their behaviour on themselves and others; teaches them to how meet the high expectations of behaviour in line with the school culture; fosters a renewed sense of belonging within the school community; and builds engagement with learning. A behaviour contract may be drawn up and if appropriate, will be signed by the pupil. Reintegration may involve a reduced timetable.

The reintegration strategy should be clearly communicated at a reintegration meeting before or at the beginning of the pupil's return to school. During a reintegration meeting, the school should communicate to the pupil that they are valued, and their previous behaviour should not be seen as an obstacle to future success. Where possible this meeting should include the pupil's parents.

## **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. Parents can also contact Ms Roslyn Arthur, Exclusions Officer at West Berkshire LEA, West Street House, West Street, Newbury, who can provide advice.