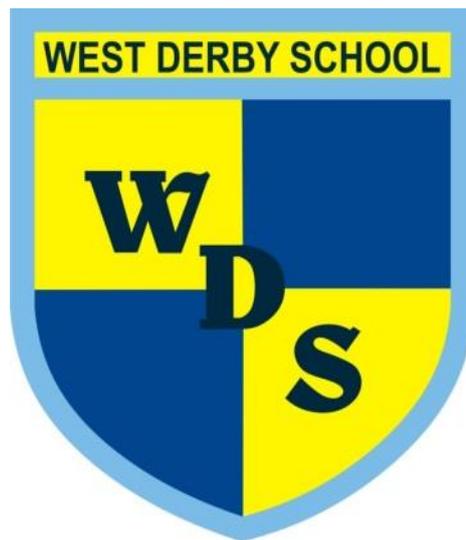


# WEST DERBY SCHOOL



## EXCLUSIONS POLICY

Approved on:	2 <sup>nd</sup> March 2016
Next review date:	Summer term 2019
Signed:	S Graham (Headteacher)
Signed:	A Webb (For and on behalf of Governing Body)

West Derby School is committed to being a fully accessible and inclusive organisation, welcoming and respecting the diversity of its students, staff, community and visitors to the school.

## **Rationale**

This policy is underpinned by the commitment of all at West Derby School to ensure the safety and well-being of the whole school community and to maintain an appropriate educational environment in which all can learn and achieve.

We have an overall aim of only using exclusion where absolutely necessary.

## **Introduction**

The decision to exclude a student will be taken by the Headteacher in the following circumstances:-

- in response to a serious breach of the school's Behaviour Policy;
- if allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

Exclusion will also be used when there is a threat to the safety of others in the school or the student concerned. Before deciding whether to exclude the Headteacher will ensure appropriate investigations have been carried out and consider all the evidence available.

## **Exclusion procedure**

- Exclusions are usually of short duration, up to a maximum of up to 5 days.
- Following exclusion parents/carers are contacted immediately. A letter will be sent by post giving details of the exclusion and the date the exclusion ends.
- A 'return to school' interview is held following a fixed term exclusion which will involve the student, parent/carer, the Headteacher and the appropriate Pupil Progress Leader.
- During the course of a fixed term exclusion where the student is to be at home, parents/carers are advised that the student is not allowed on the school premises, and that daytime supervision is their responsibility, as parents/carers. Work is provided for the student to do at home.

The school will consult with the LA officers for any exclusion of more than five days in order that appropriate full time education is arranged by them.

## **Permanent Exclusion**

The decision to exclude a student permanently is a very serious one. There are two main types of situation in which permanent exclusion may be considered.

The first is a final, formal step in a concerted process for dealing with disciplinary issues following the use of a wide range of other strategies, which have been used but ultimately without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort.

The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence.

Wherever possible we will use the LA system of New Protocol as an alternative to permanent exclusion. Parents are fully informed and given appropriate information and guidance in these circumstances.

Please see **Appendix 1** for how governors will review exclusions and for the timelines that will be applied.

### **Behaviour Outside School**

Students' behaviour outside school is subject to the school's Behaviour Policy.

### **Internal Exclusion**

Internal Exclusion is used wherever possible and appropriate as an alternative to fixed term exclusion (F.T.E.).

Detailed records are kept and are discussed by key pastoral staff.

## Appendix 1

### Review of Exclusions by the Governing Body

Length of Exclusion	Will the governors automatically review the exclusion?	Can the parent make written representations to the Governors?	Can the parent meet with the Governors and make representations in person?	Time Limit	Outcome of the Meeting	
					Governors have power to:	Governors DO NOT have power to:
Total 5 school days or less in one term	<b>NO</b> The Governors will not automatically review the exclusion.	<b>YES</b> The Governors must consider any of the parent's written points about the exclusion.	<b>MAYBE</b> Governors can agree to meet with the parent if the parent requests this, but they do not have to.	No time limit for the meeting but Governors should consider responding promptly.	<ul style="list-style-type: none"> <li>Decide whether or not the Head was justified in excluding the pupil and note their views on the pupil's record.</li> <li>Include copies of other relevant papers on the pupil's record, e.g. the pupil's version of the incident or the parent's statement.</li> </ul>	<ul style="list-style-type: none"> <li>Reinstate the pupil.</li> <li>Erase the exclusion from the pupil's record.</li> </ul>
Total 5½ - 15 school days in one term	<b>NO</b> The Governors will not automatically review the exclusion. But they must meet if the parent requests it, even if the parent does not attend.	<b>YES</b> The Governors must consider any of the parents written points about the exclusion.	<b>YES</b> But the parent has to request a meeting with the Governors.	The Governors must meet within <b>50 school days</b> after they receive the parent's request.	<ul style="list-style-type: none"> <li>Decide whether or not the Head was justified in excluding the pupil and note this on their school record.</li> <li>Consider whether the Head followed the guidance.</li> <li>Reinstate the pupil immediately or by a particular date.</li> </ul>	<ul style="list-style-type: none"> <li>Erase the exclusion from the pupil's record.</li> <li>Change the severity of the exclusion.</li> </ul>
Total 15½ school days or more in one term	<b>YES</b> the Governors will automatically review the exclusion.	<b>YES</b> The Governors must consider any of the parent's written points about the exclusion.	<b>YES</b> The Governors must invite the parent to their meeting.	The meeting must be held no later than <b>15 school days</b> after the Governors receive information about the exclusion from the Head. The Head should inform the Governors of the exclusion within one school day.	<ul style="list-style-type: none"> <li>Decide whether or not the Head was justified in excluding the pupil and note this on their school record.</li> <li>Consider whether the Head followed the guidance.</li> <li>Reinstate the pupil immediately or by a particular date.</li> </ul>	<ul style="list-style-type: none"> <li>Erase the exclusion from the pupil's record.</li> <li>Change the severity of the exclusion.</li> </ul>
Permanent exclusion	<b>YES</b> The Governors will automatically review the exclusion.	<b>YES</b> The Governors must consider any of the parent's written points about the exclusion.	<b>YES</b> The Governors must invite the parent to their meeting.	The meeting must be held no later than <b>15 school days</b> after the Governors receive information about the exclusion from the Head. The Head should inform the Governors of the exclusion within one school day.	<ul style="list-style-type: none"> <li>Decide whether or not the Head was justified in excluding the pupil and note this on their school record.</li> <li>Consider whether the Head followed the guidance.</li> <li>Reinstate the pupil immediately or by a particular date.</li> </ul>	<ul style="list-style-type: none"> <li>Erase the exclusion from the pupil's record.</li> <li>Change the severity of the exclusion.</li> </ul>
Any exclusion which will result in the pupil missing a public exam or national curriculum test	<b>YES</b> The Governors will automatically review the exclusion.	<b>YES</b> The Governors must consider any of the parent's written points about the exclusion.	<b>YES</b> The Governors or the Chair must invite the parent to their meeting / review.	The meeting should be <b>before the date of the exam</b> . If this is not possible, the Chair of Governors can review the exclusion alone.	<ul style="list-style-type: none"> <li>Decide whether or not the Head was justified in excluding the pupil and note this on their school record.</li> <li>Consider whether the Head followed the guidance.</li> <li>Reinstate the pupil immediately or by a particular date.</li> <li>Allow the pupil into school just to take the exam.</li> </ul>	<ul style="list-style-type: none"> <li>Erase the exclusion from the pupil's record.</li> <li>Change the severity of the exclusion.</li> </ul>