

## Exclusion of Pupils Policy

**This Policy links directly to the Statutory Guidance on the exclusion of pupils from local-authority-maintained schools, academies and pupil referral units, Government Publication 2017**

**Cowes Primary School seeks to avoid exclusions; they are extremely rare in this school. They would take place only for very serious incidents or when other strategies have been tried and have failed over time.**

In most cases, exclusion will be the last resort after a range of measures have been explored to improve the pupil's behaviour and after a range of strategies have been put in place to address the inappropriate behaviour, which may lead to exclusion.

The Head Teacher and staff will identify pupils whose behaviours place them at risk of exclusion. They will seek additional provision to meet their individual needs, which could include working in partnership with other agencies. Fixed term and permanent exclusions are used when other strategies and sanctions have not been effective over time or when there has been a single clear and serious breach of discipline. A serious offence could by itself justify a pupil's exclusion. This may include an aspect of the following:

- violence towards an adult or child
- swearing at an adult
- racist verbal abuse
- sustained bullying (see Anti-Bullying Policy)
- frequent high level disruption to lessons
- frequent high levels of non-compliance
- frequent high levels of disrespect to any adults in school

### **Exclusion**

Each individual situation will be investigated according to need. The Head Teacher will gather evidence; seek the opinions and advice of colleagues. The views of the pupil/s will also be sought to gain the full picture before action is taken. If satisfied that, **on the balance of probabilities**, the pupil did what was alleged; the Head Teacher, or Deputy Head in the Head teacher's absence, may exclude the pupil.

### **Managing serious or persistent problems**

We accept that it is the behaviour that is the problem and not the child.

The behaviour of children giving cause for concern will be assessed.

Triggers or antecedents established.

Individual programmes will be planned to help modify inappropriate behaviour

The child may be referred to the ELSA group for some extra support, e.g. anger management training.

Parents will be invited to discuss their child's behaviour and an individual programme drawn up. They will be kept informed of progress.

## **Individual Behaviour Support Plans**

Behaviour Support Plans will be used to help pupils at risk of exclusion in order to support them to make correct behaviour choices. They will:

- identify objectives and address one target at a time
- include strategies for managing the environment, the class or group, the activities which give rise to the inappropriate behaviours
- emphasise teaching the child alternative positive behaviours
- specify the behaviour that is unacceptable and the consequence should it occur e.g. time-out, reporting to Head teacher etc
- include a form of self-assessment – e.g. chart to grade own behaviour during a session – to encourage responsibility for own behaviour

## **Classrooms**

**Teaching and learning must be able to take place undisturbed in classrooms.** If this is prevented from happening by an individual or group, the behaviours must be tackled.

The aim of our positive behaviour management policy is:

- to help pupils realise the appropriate behaviour and provide strategy/guidance on putting it right
- to reward positive behaviour
- to help support behaviour modification if pupils persist in making 'wrong' choices with their behaviour

To support good behaviour we have a clear process that is shared with the children. Class rules are established with each class. These are regularly reinforced to ensure that the children are clear about the levels of expectation of their behaviour, and reviewed to ensure consistent use across the whole school.

## **Types of exclusion**

### **1. Fixed term exclusion (formerly known as being 'suspended')**

This is used **when persistent inappropriate behaviour** continues over time or if a one-off serious offence is committed, for example (but not exclusively):

- violence towards an adult or child (which is deliberate and/or causes serious injury)
- swearing at an adult
- racist verbal abuse
- sustained bullying (see Anti-Bullying Policy)

### **2. Permanent Exclusion (formerly known as being 'expelled')**

**Permanent Exclusion is very rare as it is a very serious matter and is never undertaken lightly.**

Only the Head Teacher can permanently exclude a pupil or a named deputy if the Head Teacher is out of school. The Head Teacher may decide to permanently exclude a pupil only when sure that:

- the pupil has seriously breached the school's discipline policy
- if the pupil remains in school, it would seriously harm the education or welfare of the pupil or others in the school

- this could be as a result of on-going issues, that other strategies (as mentioned above) have not been successful in addressing
- a one off serious incident (as mentioned above)

There is a formal process for all exclusions and these have to be reported to the Local Authority. The school is able to seek advice from the relevant LA officers. Parents are able to seek advice from the local authority if they have concerns, and may also contact the school's governors, following exclusion; they have the right of appeal – the Department for Education guidelines outline the details that will be made available to them if required.

Parents of all pupils who are excluded on a fixed-term will be invited to a reintegration meeting, usually on the pupil's first morning back into school, so that an appropriate way forward can be agreed. A Pastoral Support Plan will then be put in place to support the pupil. This is reviewed regularly (frequency depending on individual circumstances) with parents until it is no longer felt to be necessary or further measures are needed.

March 2022

Other relevant policies:  
School Behaviour Policy

# EXCLUSION PROCESS / FLOWCHART FOR ALL SCHOOLS

## FIXED TERM EXCLUSION PROCESS

Fixed term exclusion occurs



School writes to parents to advise of exclusion



School emails a completed exclusion form to [SandLBusinessSupport@iow.gov.uk](mailto:SandLBusinessSupport@iow.gov.uk) ONLY (do not send to individual officers) **within 3 days of the exclusion occurring.**

Due to data protection and sensitive information contained within the exclusion forms **ALL** emails must be password protected using WinZip and the subject heading states 'Pupil Exclusion Form attached'.

For each school we propose the password to be the school's name but please confirm the password you will use either by telephone (821000 ext 6260 or 6259) or in a separate email ([SandLBusinessSupport@iow.gov.uk](mailto:SandLBusinessSupport@iow.gov.uk)) – do not email password and document together!

## PERMANENT EXCLUSION PROCESS

Permanent exclusion occurs



School contacts parent immediately (ideally by telephone) to advise of exclusion and arrange collection & supervision of pupil (child's welfare is the main consideration).



On the day of exclusion the school must telephone **AND** email the LA via [SandLBusinessSupport@iow.gov.uk](mailto:SandLBusinessSupport@iow.gov.uk) / tel 821000 ext 6260 or 6259 to advise of the permanent exclusion.

A completed exclusion form must be emailed to this same email address **within 3 days** (do not send to individual officers) of the exclusion.



Paperwork regarding the Governors Disciplinary Panel hearing should also be emailed through to [SandLBusinessSupport@iow.gov.uk](mailto:SandLBusinessSupport@iow.gov.uk) to allow the LA time to arrange a representative to attend.



The outcome of the Governors Disciplinary Panel hearing should also be emailed through to [SandLBusinessSupport@iow.gov.uk](mailto:SandLBusinessSupport@iow.gov.uk) regardless of whether there is an LA representative in attendance at the meeting.

**If you do not have WinZip installed on your PC, please contact your ICT technician for help/advise.**