

EXCLUSION POLICY

Who is this policy for?	All Staff
Date of this review:	Jan 2023
Date of next review:	Feb 2025
Who is responsible for monitoring and evaluating this policy?	Headteacher, Governors
Signed of Date: Governing Body	Jan 2023

Please read in conjunction with the following policies:- Anti-Bullying, Behaviour Management, Complaints, Dealing with Peer to Peer allegations, Equal Opportunity and Diversity, Safeguarding, Wellbeing, Whistleblowing and Teaching and Learning.

AIM

We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute according to their ability.

Partnership with Parents

Working in partnership with parents we reinforce the school's expectations in supporting their children's success. The school ensures that parents are kept informed about all decisions made with respect to their child's progress and when necessary should there be any behaviour challenges we aim to work together to ensure we can effectively support their child.

In addition to this policy there are a number of important policies and procedures that are in place to promote positive behaviour.

These include:

- Behaviour Management Policy
- Anti-bullying Policy

Supporting the Pupils to Succeed

Our approach in supporting challenging behaviour is supportive and positive. We understand that behaviour in a Special School can sometimes be challenging and all staff are expected to work together with the SENCO, our Educational Psychologist, and the Local Authority Clinical Psychologist to ensure we support and develop effective plans to support all pupils. A full range of interventions and support strategies will be put in place.

As a Special School we will of course ensure that any decision to exclude takes into account our responsibilities to the DDA and Equalities Act that the pupil is not treated less favourably for reasons related to their disability.

No exclusion will be initiated without first attempting to put other strategies in place.

Reasons for Exclusion:

- Serious breach of the school's rules and policies.
- Serious risk of harm to the education or welfare of the pupil or others in the school including physical harm, bullying, persistent poor behaviour, single significant event.

Any Exclusion will be at the decision of the Headteacher, usually in consultation with other members of the Senior Management Team.

Types of Exclusion

Internal Exclusion

This is when pupils are excluded from the rest of the school and must work outside of their classroom for a fixed amount of time or in an alternative room with appropriate support.

This will normally be used where there is an escalation in the pupils' behaviour but not yet grounds for external / fixed term exclusion. This is intended to decelerate the situation and prevent the need for fixed term exclusion.

Temporary/Fix Term Exclusion

This is when a pupil is excluded from school and must remain at home for a fix amount of time. This will be for the shortest time necessary taking into account the seriousness of the breach of policy but also to ensure the minimal disruption to the pupil's learning.

Permanent Exclusion

This is when a pupil is permanently excluded from the school and not allowed to return. This is a very serious decision and the Headteacher will consult with the senior management team, the Chair of Governors and the Local Authority as soon as possible.

Exclusion Process

If a decision to exclude is made the following processes will take place:-

- Ensure that there is sufficient recorded evidence to support the decision.
- Explain the decision to the pupil if they are able to understand the concept and decision.
- Contact will be made to the parents to explain the decision and they will be asked for their child to be collected.

- Send a letter home to the parents confirming the reasons for the exclusion, the nature of and the length of the exclusion. They will also be informed of their right to appeal.
- Work will be sent home, where appropriate, if exclusion is for more than a day.
- Plan for when the pupil returns.
- Set up a meeting with parents and pupil for when they return with a senior member of staff.

Safeguarding

An exclusion will not be enforced if this will put the pupil at risk. In exceptional circumstances where the pupil needs be off-site, the Headteacher and/or Safeguarding Officer will contact the Local Education Authority and First Response Team in liaison with the parent (if appropriate).

Reintegration Meeting

After a period of fixed term exclusion, the parent and pupil will be offered a reintegration meeting with the Headteacher or senior member of staff.

Right to Appeal

If parents wish to appeal the decision to exclude, the matter will be referred to the Governing Body and handled through the School's Complaint Procedure.