

## **Southfield Primary School**

### **Exclusion of Pupils Policy**

#### **Aims**

The Governors of Southfield Primary School are committed to ensuring the safety and well-being of all members of its school community and maintaining an appropriate educational environment in which all can succeed. Exclusion is viewed as a very extreme sanction to be used when all other available strategies have been exhausted or where there are exceptional circumstances and it is not appropriate to implement other strategies. The rationale underpinning this policy is outlined in Appendix 1.

#### **Objectives**

- To be well publicised (via the website) and easily accessible.
- To be fair and balanced
- To be used when all other avenues have been explored
- To ensure a fair investigation
- To allow for an appeal where appropriate

#### **Roles and Responsibilities**

##### **Head Teacher**

The DfE statutory guidance document “Exclusion from maintained schools, academies and pupil referral units in England” states that “only the head teacher of a school can exclude a pupil”.

Exclusion is an extreme sanction that is only administered by the Head Teacher (as defined above) In reaching a decision on exclusion, the Head Teacher will always look at each case on its own merits. The Head Teacher will consider guidance provided by Northamptonshire County Council’s Pupil Support and Inclusion team and have regard to the Department for Education statutory guidance; [“Exclusion from maintained school, academies and pupil referral units in England”](#)

The exclusion protocol for Southfield Primary Schools is outlined in appendix 2.

##### **Local Governing Body**

The Governing Body will monitor the implementation of this policy and will keep under regular review the number of exclusions being made including a comparison with national data.

The Governing Body has a duty to review the decision to exclude in the following circumstances;

- A. If the exclusion is permanent
- B. If the exclusion is fixed term and would bring the pupil’s total number of school days of exclusion to more than 15 in a term
- C. If the exclusion would result in a pupil missing a public examination or national curriculum test
- D. Representations are made by or on behalf of parents of an excluded child

In circumstance a-c above the Governing Body will convene a Governors Disciplinary Committee (GDC) meeting within 15 school days of receiving notice of the exclusion, to consider reinstating the excluded pupil. In light of its consideration the GDC can either;

- Decline to reinstate the pupil or
- Direct reinstatement of the pupil immediately or on a particular date

In any Governors Disciplinary Committee meeting to consider an exclusion, the Head Teacher who has made the legal decision to exclude will submit a report to the GDC which they will present in the meeting.

In the circumstances of d) above, where representation is being made by, or on behalf of, a parent of an excluded child, the Governing Body must consider those representations but it cannot direct reinstatement if the fixed term exclusion does not bring the total number of days of exclusion to more than 5 in a term.

Where the Local Governing Body is unable to form an independent panel without any prior knowledge of the pupil or the background to the exclusion, the panel will be formed from Directors of the Warriner Multi Academy Trust and/or Governors from other Warriner Multi Academy Trust schools.

The Governors Disciplinary Committee will have regard to the DfE statutory guidance “Exclusion from maintained schools, academies and pupil referral units in England” in reviewing any decisions to exclude.

### **Monitoring and Evaluation**

The effectiveness of this policy will be monitored against the following criteria:

- Compliance with statutory requirements
- Number of and reasons for exclusions
- Outcome of reviews and appeals

### **Related Policies**

- School Behaviour Policy
- Complaints Procedure Statement
- Drugs Policy.

The Southfield Primary School Exclusion of Pupils Policy was considered and approved by the Local Governing Body of Southfield Primary School on 28th January 2021.

Next review date – Next review date January 2023

## Appendix 1 – Rationale

Exclusion is an extreme sanction that is only administered by the Head Teacher. Exclusion, whether fixed term or permanent may be used for serious or persistent breaches of the school's rules. Examples of breaches include the following:

- Bullying including cyber bullying / improper use of social media
- Actions which put the student or others in danger
- Verbal abuse of staff or students
- Physical abuse of staff or students
- Inappropriate sexual behaviour
- Damage to property
- Theft
- Carrying an offensive weapon
- Arson
- Disruptive or defiant behaviour
- Unacceptable behaviour which has previously been reported for which interventions have been unsuccessful
- Assault
- Possession of or under the influence of illegal substances
- Other situations where the Headteacher makes the judgement that exclusion is an appropriate sanction

The above is a non-exhaustive list.

The school may apply a sanction (including fixed period or permanent exclusion) for poor behaviour away from the school premises which is either witnessed by a member of staff (for example on a school related activity) or reported to the school.

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

- As a final formal step following the use of a wide range of other strategies that have been unsuccessful in dealing with disciplinary offences.
- Where there are exceptional circumstances and it is not appropriate to implement other strategies and where it would be appropriate to permanently exclude a student for a first "one-off" offence.

In all cases a decision taken to permanently exclude must meet the following DfE criteria;

- In response to a serious breach, or persistent breaches of the School Behaviour Policy.

And...

- Where allowing the student to remain in school would seriously harm the education or welfare of the pupil or other members of the school.

**Southfield Primary School has a zero tolerance policy on drugs. All cases where students are found with, or under the influence of, illegal substances, new psychoactive substances or other unauthorised substances will result in an immediate fixed term exclusion to allow for the full facts to be investigated and may result in permanent exclusion.**

**Appendix 2 – Southfield Primary School Exclusion Protocol.**

**The following procedures must be completed for External Exclusions:**

Student Name:

Year Group:

Date:

1	The student must have the opportunity to put his/her case with a signed written statement being obtained if at all possible. For younger students where this is not possible all effort must be made to hear the pupil voice, for example through a verbal statement taken by a trusted adult.	
2	Witness statements must be obtained whenever possible/necessary.	
3	The Class Teacher, Head Teacher (and SENCO where appropriate) must consult on the facts.	
4	The student’s attendance and behaviour records must be considered. Alternative sanctions may be considered.	
5	Head Teacher to inform the CEO of the Warriner Multi Academy Trust of any FTE. This can be after the event to take into account the need for swift action in some circumstances. It is best practice to seek advice from the CEO if possible but this is not a requirement	
6	Head Teacher to consult with the CEO of the Warriner Multi Academy Trust prior to making the decision to permanently exclude.	
7	The Head Teacher must satisfy themselves that this protocol has been followed before making the final decision.	
8	If an external exclusion is decided upon, parents, carers or guardians must be contacted immediately by phone. A letter is sent by post and a re-admission meeting booked with the parents, student, and the Head Teacher. (See Appendix 3 for link to standard letters)	
9	Where applicable the victim’s parents, carers or guardians should be informed	
10	Exclusion letter to be sent by first class post or emailed to parents	
11	The exclusion must be log using Northamptonshire Country Council’s Online system and registers updated according to NCC’s guidance	

Signed.....Head Teacher

Date.....

### **Appendix 3 – Exclusion Letter templates**

Southfield Primary School uses Oxfordshire Country Council's template letters when communicating an exclusion to parents because Northamptonshire does not offer this service.

See OCC Exclusion and Reintegration website for standard letters to be used when communicating with parents during the exclusion process;

<http://schools.oxfordshire.gov.uk/cms/content/exclusion-documents>