

# Exclusion Policy

Date adopted : December 2017

Date to be reviewed :

## 1. Introduction

Exclusions will be imposed when it is considered to be the only course of action left open to the school. Only the Headteacher or nominated member of the senior leadership team (SLT) can exclude. It will normally, but not always, be used when other courses of actions have been tried and one or other of the following criteria have been satisfied:

- a) The behaviour of an individual student has continued, over a period of time, to adversely affect the education of others.
- b) The student has behaved in a way that has endangered the physical wellbeing of others.
- c) The student has verbally and/or physically assaulted a member of staff.
- d) The student, over a period of time, has seriously and persistently behaved in a way that has challenged the authority of the school.
- e) The student has been involved in serious bullying or harassment of one or more students on more than one occasion.

## 2. Procedure

The school will follow the procedures that are laid down in the DfE Guidance (DFE-57501-2012 or subsequent updates) which outlines the requirements of recent legislation.

The following internal procedures will operate when the Headteacher decides to exclude:

- a. Notification will be given to parents in writing and if at all possible verbally. This notification will outline the reasons for the exclusion, its duration and the date of readmission. Parents will be informed of their right to make representations to the LA and the Governing body.
- b. Leeds City Council will be informed.
- c. A notice of exclusion will be published for staff information.

Appeals against the school's decision to permanently exclude will be dealt with using DfE Guidance.

## 3. Responsibilities

The Headteacher or a designated member of the Leadership team alone can exclude students. Referrals for exclusion should be made after careful consideration and discussions of the facts by the SLT member most directly involved.

The Chair of Governors should be informed of all fixed term exclusions over 5 days and any permanent exclusions.

The Governing Body will meet to discuss fixed period exclusions at least once a term. They will meet to consider permanent exclusions as directed by the DfE Guidance.

A delegated member of SLT will ensure that all procedures have been followed and that necessary documentation and records have been made.

Work will be provided to the student.

#### **4. Re-integration following a fixed term exclusion**

The Headteacher or nominated SLT member must arrange a re-integration meeting with parents/carers, with the student attending. Other agencies may be present as appropriate. The aims of the meeting are to:

- Emphasise to parents/carers the importance of working with school.
- Discuss how problems can be addressed.
- Explore wider issues relating to the student's behaviour.
- Look at measures in place to support the student.

#### **5. Permanent exclusions**

The decision to exclude a student permanently is serious and should only be taken when the facts have been clearly established on the balance of probabilities. Usually, it will be the final step after the failure of other strategies.

- a) In response to a serious breach, or persistent breaches, of the school's behaviour policy.
- b) If allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

Permanent exclusions may be used for a single, extremely serious instance, such as:

- A serious actual or threatened violence against another student and/or member of staff
- Sexual abuse/assault
- Supplying an illegal drug
- Carrying an offensive weapon

The Police may be informed as appropriate.