

Academy Policy Document				
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JWPA Exclusion Policy

November 2019

It is the policy of John Wheeldon Primary Academy to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion (see Behaviour Policy).

Purpose of this policy

This policy is designed to briefly outline the Academy's approach to exclusions within the statutory framework as defined in The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012. It outlines only where the Academy applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the Academy.

Principles

1) Exclusion is a sanction used by the Academy only in cases deemed as serious breaches of the Academy Behaviour Policy. A student may be at risk of exclusion from Academy for:

- Verbal or physical assault of a student or adult;
- Persistent and repetitive disruption of lessons and other students' learning;
- Damage to property;
- Use of unacceptable language;
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

2) A Fixed Term Exclusion from the Academy can only be authorised by the Principal. If they are not available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available. The Principal may authorise a fixed-term exclusion while not on the academy premises, but must then complete all paperwork on his return.

3) In the case of a Permanent Exclusion this can only be authorised by the Principal and must only be done after consulting the Chair of the Local Academy Council of the intention to impose this sanction, although the final decision rests with the Principal of the Academy.

4) The Academy seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the Academy.

5) The Academy regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

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Notification of an Exclusion

- 1) Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.
- 2) In the case of a Permanent Exclusion parents will be notified by the Principal in a face-to-face meeting.
- 3) A student who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.
- 4) The Academy will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the Academy, parents, if appropriate, and any other appropriate bodies e.g. Academy Home Support Practitioner, Attendance Service or the Local Authority. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the Academy will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following an exclusion, the child will be able to return to Academy and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.
- 5) The Chair of the Local Academy Council, LA Inclusion Officer and relevant Academy staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

Students Returning from a Fixed Term Exclusion

All students returning from a Fixed Term Exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and Academy.

Permanent Exclusions

The Academy will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which the Principal may decide to permanently exclude a pupil because of ongoing issues or even for a "one-off" incident.

If a child continues to present unacceptable behaviours the length of time for which they are excluded will be increased. If a child has received three fixed-term exclusions in a term they will then face a two or three-day exclusion followed by a five-day exclusion. Any child facing a subsequent fixed-term exclusion within four weeks of a five-day exclusion risks permanent exclusion on the grounds of persistent unacceptable behaviour.

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“One off” incidents that may justify permanent exclusion include:

- Violence towards a member of staff
- Possession of an offensive weapon
- Possession of drugs or other banned substances
- Other offences considered to be a serious breach of school rules or procedures.

If your child has been permanently excluded, be aware that:

- the Academy's Local Academy Council is required to review the principal’s decision and you may meet with them to explain your views on the exclusion
- if the Local Academy Council confirms the exclusion, you can appeal to an independent appeal panel organised by the local authority
- the Academy must explain in a letter how to lodge an appeal
- the local authority must provide full-time education from the sixth day of a permanent exclusion

Appeals

All correspondence regarding an exclusion from the Academy will inform parents of their right to appeal to the Local Academy Council against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the chair of the Local Academy Council.

Internal Exclusions

An internal exclusion can be authorised by any member of the school leadership team, usually, but not exclusively, with the consent of the principal. Parents must be informed (using the letter in Appendix 1) and a log made on the academy’s data system (SIMS).

Internal exclusions are used when unacceptable behaviour in class has moved to a level that cannot be dealt with through the sanctions of the traffic light system.

Children who continue to disengage, despite being moved to red traffic lights, will be sent to the next most senior member of staff (usually the phase leader). At this point a decision will be made as to whether this child needs more support (from the behaviour TA or a personal behaviour plan). The option of an internal exclusion would be for any misdemeanour that was deemed to be unacceptable, but not worthy of a fixed term exclusion. Staff must ensure that children understand that consistent internal exclusions would lead to a fixed term exclusion if there was no improvement in behaviour.

Types of behaviour that may merit this sanction would include swearing, unpleasant comments, bullying, damage to school property or defiance. Each case would be judged individually depending on the circumstances and the child’s previous record.

Unless it would be felt to have a negative impact on the learning of the class, an internal exclusion would normally be spent in the classroom of that child’s phase leader. However, another phase

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leader or possibly a senior leader's office, can also be used. Work will be set by the class teacher. The class teacher and the phase leader would decide which sessions are to be missed – these do not necessarily have to follow on immediately and can be held over to fit with the teaching and learning the class are currently engaged in.

Any break or lunch play will be spent inside with a designated adult.

Internal exclusions will last from half a day to two days (in exceptional cases). Repeated internal exclusions would lead to a fixed term exclusion – this would depend on circumstances, but it would be rare for a third internal exclusion not to be converted to fixed term.

Relationship to other Academy policies

The Exclusion Policy should be read in tandem with the Academy's Behaviour Policy as well as other relevant Academy policies, particularly the Inclusion Policy and the Special Educational Needs Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.

Monitoring and Review

- 1) The impact of this policy will be reviewed by the Academy's Local Academy Council
- 2) The Headteacher will provide the LAC with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.
- 3) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.

To be reviewed March 2020

Date of adoption of policy 08.03.18

LAC member signatory _____

SLT member signatory _____

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[Address here]

[Date]

Dear

Re: [pupil's name and DOB]

I am writing to inform you of our decision to remove [name] from class for a fixed period of [half a day/one day/two days etc]. This means that he will not be able to be with his classmates for this period. The segregation from class will start on [date and time] and will finish on [date and time].

I realise that this may well be upsetting for your child, however the decision has not been taken lightly and is due to [reason for internal exclusion].

We will set normal class work for [name] during his time out of class so there will be no detrimental effect to his learning.

Yours sincerely,

[SLT name and role]

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Many thanks,

Richard Sutton

Principal