



## Morley Memorial Primary School

# Exclusion of Pupils Policy

Frequency of review:	Every two years
Reviewed On:	March 2019
Reviewed By:	Curriculum Committee
Next review (date):	March 2021

### 1. Introduction

All children have the right to benefit from the learning opportunities provided at school. We will always seek to promote positive behaviour choices and develop pupils' self-discipline, social awareness and understanding of appropriate standards of behaviour. We regard this as a highly important aspect of social and emotional development. Our Behaviour Policy outlines clear expectations for standards of behaviour and provides robust and consistent procedures for promoting positive behaviour. We will teach pupils to take responsibility for their own actions and to accept the consequences of their choices.

### 2. Aims and Objectives

It is our primary aim that every member of the school community behaves in a way which is safe, respectful and considerate, as appropriate to their age and understanding. It is our aim that everyone contributes positively to creating and maintaining a happy and secure learning environment and that everyone feels valued, included and able to learn. In keeping with this aim this policy should be read in conjunction with:

- School Behaviour policy
- Tackling Bullying policy
- Equality including Race Equality policy
- Personal, Social and Health Education (PSHE) policy
- Teaching and Learning policy
- Special Educational Needs Policy

### 3. Exclusion of pupils

The headteacher can exclude a pupil where:

- there has been a serious breach, or persistent breaches, of school discipline or the law
- where the pupil's behaviour is such that allowing them to remain in school would be detrimental to the welfare or education of others or themselves

This power can be exercised only by the headteacher or those deputising for him/her.

A fixed period of exclusion can involve only part of the day eg:lunchtimes if the inappropriate behaviour is limited to these times.

Every effort will be made to identify any pupil deemed to be at risk of exclusion and a range of strategies, including multi-agency involvement, will be considered. Where a decision to exclude is taken, the school will act in accordance with the local authority guidance and procedures to ensure that exclusions are lawful, reasonable and fair. Account will be taken of statutory duties relating to the SEN Code of Practice when considering exclusion of a pupil with an identified special educational need.

In exceptional circumstances it might be appropriate to permanently exclude a pupil for a single offence. These might include serious violence (threatened or actual), supplying an illegal drug, carrying an offensive weapon or a similar offence.

#### **4. Roles and responsibilities of head teacher and governing body**

The **headteacher** will be responsible for ensuring that this policy is implemented and for reporting to governors on its impact. He or she will:

- notify the pupil's parent/carer of the period of any exclusion, or of a permanent exclusion
- give reasons for the exclusion
- advise the parent/carer that they may make representations about the exclusion to the governing body's discipline committee
- advise the parent/carer how his or her representations may be made
- notify both the local education authority and the governing body's discipline committee of the details of the exclusion, including the reasons for it, in the case of (a) a permanent exclusion or a fixed-period exclusion converted to a permanent one; (b) a fixed-period exclusion of more than five days or which brings the days the pupil has been excluded in one term to more than five; (c) an exclusion that would result in the pupil losing the opportunity to take a public exam.
- provide information regarding alternative provision arrangements where necessary
- ensure that reasonable steps are taken to set work for the pupil during their period of exclusion and minimise disruption to their education.
- arrange a reintegration meeting for pupils returning to school after a period of exclusion

The **governing body** will delegate their responsibility to a **designated pupil discipline committee** consisting of three or five members. They will seek advice from the Local Authority in order to fulfil their role. The head will not be a member of this committee. The **designated pupil discipline committee** will:

- ensure that for fixed term exclusions exceeding 5 days arrangements for alternative provision are in place from the 6<sup>th</sup> day, or earlier if necessary
- consider parents' representations about an exclusion
- within 15 days, consider whether an excluded pupil should be reinstated in the case of:
  - all permanent exclusions
  - all fixed term exclusions of more than 15 days in the term
  - all fixed term exclusions which would result in a pupil missing a public exam or National Curriculum test.

The committee will have regard to any guidance given by the Secretary of State.

For permanent exclusions and fixed-period exclusions of more than 15 school days in any one term, the committee will meet no earlier than the sixth school day and no later than the 15th school day after receiving notice of the exclusion. For fixed-period exclusions of more than five school days in any one term up to and including 15 school days, the committee will meet no earlier than the sixth school day and no later than the 50th school day after receiving notice of the exclusion. The minimum time limit will not apply to any exclusion which would result in a pupil losing an opportunity to take a public examination. In such cases the committee will try to meet before the date of the examination, and if this is not practical the chairperson of the discipline committee will review the exclusion before that date.

When considering permanent exclusion for pupils with identified SEN or an Education, the Pupil Discipline Committee will inform the parents of the right to have an SEN expert attend the review. If the Pupil Discipline Committee decide that a pupil should be reinstated they will give the appropriate direction to the head teacher (who is under a duty to comply with it) and inform the parent and LEA of their decision.

If they decide that a pupil should not be reinstated, they will inform the parent, the head teacher and the LEA of their decision. In the case of a permanent exclusion they will notify the parent in writing of their decision and the reasons for it. The letter will advise the parent of his or her right to appeal against their decision, whom they should contact to lodge an appeal, the final date for this, and that the notice of appeal should set out the grounds of appeal.

## 5. Arrangements for monitoring and evaluation

The headteacher and governing body will monitor and evaluate the effectiveness of this policy and of the effectiveness of exclusion as a sanction by reviewing exclusion data on a termly basis. The headteacher will provide information to the governing body relating to:

- number of exclusions and period of exclusion
- instances of bullying and action taken

- instances of racial harassment
- support provided for the victims.
- support provided for the perpetrator

The exclusion policy will be reviewed every 2 years or before if there are changes to statutory guidance.