

# Exclusion Policy

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## EXCLUSION POLICY

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| <b>Presented and Approved by OLOG Board of Governors (Directors)</b> | <b>12<sup>th</sup> December 2018</b> |
| <b>Signature of Chair of Board of Directors:</b>                     |                                      |
| <b>Name of Chair of Board</b>  | <b>John Anthony</b>                  |
| <b>Date</b>  | <b>12<sup>th</sup> December 2018</b> |
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## OUR LADY OF GRACE CATHOLIC ACADEMY TRUST

**This Exclusion Policy and Procedure has been approved and adopted by Our Lady of Academy Catholic Academy Trust on 12<sup>th</sup> December 2018 and will be reviewed in December 2019.**

### **Introduction:**

Our Lady of Grace Catholic Academy Trust (OLOG) consists of St. Helen's and St Joachim's Catholic Primary Schools which are inclusive schools, committed in policy and practice to recognition of the equal value of each member of the community and to equality of opportunity for all. At OLOG we see exclusion only as a last resort. In the first instance we will always try to identify the causes of behaviour issues and to set up strategies to support the child to modify their behaviour. However there are some rare incidents or circumstances where exclusion will be the only appropriate step. These incidents and behaviours are deemed serious enough to bypass the school's behaviour management policy and procedures.

This policy is specifically on exclusion, but it should be read in conjunction with each school's behaviour management policy.

### **When exclusion is used:**

Exclusion is when a pupil is not allowed in school for a fixed period or permanently. There are three types of exclusion.

#### **Fixed period exclusion (suspension)**

- This is when a Headteacher excludes a pupil for a fixed period, ranging from half a school day up to a maximum of 45 school days during the school academic year.
- The pupil can return to school at the end of the exclusion period or in exceptional circumstances where further evidence has come to light the exclusion may be extended or converted to a permanent exclusion.
- Fixed period exclusions are used when other strategies and consequences (internal exclusion) have not been effective over time or when there has been a single clear and serious breach of discipline.
- Physical assault of staff or pupils by a pupil, other acts of violence, including severe verbal bullying, fire setting, bringing a weapon on the premises, persistent and frequent high-level disruption to lessons come within this category, any actions which may jeopardise the health and safety of the individual/others and some cases of theft.
- In all cases the Headteacher gathers the statements and views and takes advice from staff who are working with a child.

#### **Permanent exclusion (expulsion)**

- This is when the Headteacher decides that the pupil cannot return to the school.
- The Headteacher makes the decision to proceed to permanent exclusion in consultation with the Chair of the school's Local Governing Body. Wherever possible, the school seeks to avoid permanent exclusions.

#### **Multiple exclusions**

- This is when the Headteacher can exclude a pupil more than once.
- This can be for a number of fixed periods and the total number of school days cannot exceed 45 in any school academic year.
- If the exclusion exceeds 45 school days, this becomes a permanent exclusion.
- When the number of days a pupil is excluded exceeds 15 days in a school term, the school must arrange for the Local Governing Body to review the exclusion.

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## Procedures:

### Fixed Term Exclusion:

When the decision has been made to proceed with a fixed term exclusion, the school will contact the parents/carers as soon as possible, ideally on the same day. It is expected that parents will collect their children as soon as possible on the day of the issuing of exclusion. If this is not possible, then the child will be kept away from their class, and the exclusion will be postponed to commence the next day.

A letter will be sent home within 24 hours outlining the reason(s) for the exclusion. The letter will outline the following:

- The precise period and reasons for exclusion
- The parents' duties during the first 5 days of exclusion
- The parents' rights to make a representation to the governing body and how the pupil may be involved in this.
- Details of the reintegration interview with the Headteacher upon the child's return to school.

Work will always be provided for the length of the exclusion. It is expected that this is returned to school. Parents are expected to meet with the Headteacher or member of the Leadership Team on the day that the pupil returns to school.

### Off Site Education:

An exclusion can take place within another educational setting. St Joachim's and St. Helen's endeavour to link up with other Catholic schools within the deanery to find a place for a pupil during a fixed term exclusion period. Priority for a placement at RIET (Re-Integration into Education Team) is given to pupils on the Code of Practice and those classified as "Looked After".

- If a fixed term exclusion of more than 5 days is deemed the appropriate consequence, then the school will endeavour to obtain a place at either another Catholic school within the deanery or the Re-Integration into Education Team (RIET) for the pupil to attend during this period.
- RIET is a Newham provision specialising in supporting pupils who have been excluded or are in danger of being so. Attendance at RIET also provides the opportunity for pupils to explore the events that led to the exclusion and identify different choices which could have been made.
- If a place at another Catholic school in the deanery is not available it is expected that the child remains supervised at home for the period of the exclusion and completes the work at home.
- The letter which is issued when a child is excluded explains clearly the responsibility that a child should not be in a public place during the period of the exclusion. See Appendix A

### Attendance Codes

When a pupil has been excluded, he/she should be marked absent using Code E from the period during which the child has been excluded. Where alternative provision has been provided, and the pupil is attending, they will be marked using either **Code B (educated off site) or Code E.**

### Pupils with Special Educational Needs and Disability (SEND)

The Trust must take into account of any special educational needs when considering whether or not to exclude a pupil. OLOG has the duty under the Disability Discrimination Act 2005 as amended, not to discriminate against SEND pupils. Any exclusion related to pupils with SEND will be discussed in depth by the Leadership Team of each school and if appropriate outside agencies. Their needs will be taken into consideration and each case will be dealt with on an individual basis.

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## **Pastoral Support Plans**

On very rare occasions it may be felt that a child is at risk of permanent exclusion due to the inappropriate behaviour being displayed. In this circumstance the school will put a Pastoral Support Plan (PSP) into place in order to support the pupil and try to prevent this occurring. This is a 16 week plan that involves the pupil, school and parents working together to establish clear targets for improvement and the support measures (both at home and school) needed to achieve these. There are then regular reviews to assess progress and make amendments as needed. Where appropriate, other agencies including the Behaviour Support Service will also be part of this process to ensure that specific professional expertise is accessed in order to meet the needs of the pupil.

## **Challenging an Exclusion decision:**

Parents have a right to make a representation to the school's Local Governing Body, whether it is a fixed period exclusion or a permanent exclusion. Advice would be outlined in the initial exclusion letter. Parents will be invited, along with their child, to attend a meeting with up to three governors including the Headteacher. They will also be given the option to bring a friend, adviser or legal representative.

During the meeting, the Local Governing Body must consider any representations made by the parents, the child, the Headteacher and **the local authority representative**. They will use the information to decide whether or not the exclusion by the Headteacher was justified. Following this decision the child will either be excluded or reinstated to the school.

## **Challenging the Local Governing Body's decision**

In the case of a fixed period exclusion, the decision of the Local Governing Body cannot be challenged. However in the case of a permanent exclusion - parents can appeal to an Independent Review Panel (IRP). The appeal must be made in writing to the Board of Trustees. It must be made within 15 school days of the school's Local Governing Body meeting. The Trustees will do one of the following:

- uphold the exclusion of the child
- recommend the Local Governing Body reconsiders their decision
- direct the Local Governing Body to reconsider the exclusion
- monitor the behaviour and the effectiveness of policies relating to behaviour and exclusion on a regular basis

## **Monitoring**

The Headteachers report to their Local Governing Bodies on the effectiveness of the policy and, if necessary, make recommendations for further improvements. Each school keeps a variety of records of incidents of misbehaviour. Class teachers record minor classroom incidents through the tracking and consequences system. Any unacceptable behaviour must ultimately be recorded on concerns forms for monitoring and passed onto the Learning Mentor and SENCO who will refer to outside agencies such as the Behaviour Support or Educational Psychology Services if necessary.

## **REVIEW OF THIS PROCEDURE**

This procedure was produced by OLOG in tandem with the **policies and procedures of Newham LA** and was approved in December 2018. This procedure will be reviewed by the OLOG Trustees in December 2019.

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## Appendix A:

Fixed term exclusion decision is made by the Headteacher/Head of School



School contacts parents / carers  
(sends/delivers formal letter of exclusion outlining reasons, timeframe and details of alternative education provision/RIET- Storey Centre)



School refers vulnerable pupil to RIET from day 1.  
Completes referral over phone by 4.30pm. Provides initial curriculum work for pupil to complete at the Storey Centre/at home.



**From Day One / Day Six of Exclusion**  
Pupil attends RIET, completes induction procedure.  
Parents/carers are required to bring their child.



Schools are responsible for ensuring on-going appropriate curriculum work is available for pupil to access throughout time of placement.



School, parents/carers and RIET monitor the pupil's punctuality, attendance and educational progress.



School co-ordinates the pupil's re-entry meeting, inviting all relevant supporting agencies. A written report will be provided by RIET.



Pupil returns to school. Targets set, further plans discussed as appropriate e.g. PSP, referrals to other agencies, behaviour support arranged.