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## THE LOXFORD SCHOOL TRUST

### EXCLUSIONS

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#### General Statement/Overview

Only the Headteacher has the right to exclude a student (or a Deputy in his/her absence). Students may be given a fixed term, or permanent exclusion. This is not a solution, which is taken without considerable thought as exclusion is a sign of serious disapproval. Parent(s)/carers have a right to appeal in all cases. Permanent exclusion is a solution of last resort.

It is important that full documentation on all incidents involving students is kept if the school's case is to be supported.

It is common for parent(s)/carer(s) and external agencies to have been alerted to problems prior to exclusion but it is not always the case. Students may be excluded for bullying, verbal and physical assaults on students and staff, persistent abuse or the continued refusal to obey the school's Code of Conduct. A serious one-off incident may also lead to a permanent exclusion. Sexual harassment is particularly serious and gross violence will almost always result in permanent exclusion.

**It must be noted that any statutory change will supersede any areas of this document.**

## School Guidelines

1. Exclusion from school is an important sanction, which is used alongside other strategies for the maintenance of good order and high standards of behaviour at The Loxford School Trust. It will be considered a reasonable punishment for the following inappropriate behaviour.

- Violence, including fighting, possession of a weapon, etc.
- Persistent bullying – all forms including non-physical.
- Dangerous behaviour likely to cause harm or injury, e.g. setting off fireworks.
- Racial abuse, verbal as well as physical.
- Use of offensive language to/or in the presence of staff.
- Using obscene language in public in an offensive manner.
- Open defiance and disobedience.
- Constant and frequent disruptive behaviour despite warnings and previous punishment.
- Vandalism of School Premises or Property.
- Inability to uphold the school 'Code of Conduct'. 'Be in the right place at the right time doing the right thing'
- Drugs

Staff will discuss each case in the light of:

- i) The individual's case history
- ii) The likely effect on the individual
- iii) The likely effect on other students
- iv) The needs of the whole school community

Exclusion is not to be regarded as an automatic response but rather a considered, professional judgement about a particular incident.

When establishing the facts in relation to an exclusion decision the Headteacher must apply civil standard of proof, i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt'.

Referrals to outside agencies are made when appropriate. Students are regularly discussed at the Early Warning Meeting and with the Achievement Team Leader, the Year Care Team and SENCO/AEN.

Exclusions are reported to the The Trust Board of Directors and the school's Academy Committee. The Chairman receives copies of all letters.

**Exclusions can be of different lengths, but only an accumulation of a maximum of 45 days in any school year.**

### A. FIXED TERM

1-4 (Internal/External)

These exclusions are the least serious and are, therefore, the most common. The actual number of days will be decided in the light of the factors above. They are recorded on the student database and a letter is sent to the parents/carers. If a pupil has more than one of these exclusions in one term, so that the total number of days for that term exceeds 5, then the exclusion falls into the next category.

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It is very likely that a student will in the first instance be placed on an internal (school) exclusion. This means the student is placed in isolation in the inclusion room, supervised and given work to do which matches his/her timetable for that day.

### **5 Days to 14 Days Inclusive**

These are either an aggregate of more than 5 days of 1-4-day exclusions or pupils are excluded for 5 or more days for an offence if it is thought the misbehaviour was sufficiently serious. They can be from 5 days to 14 days inclusive. Full details are reported to the Trust Board and the Academy Committee at the termly meeting. In exceptional circumstances such an exclusion may immediately precede a permanent exclusion.???

### **15+ Days Exclusion**

This type of exclusion is again used very rarely. It often follows on from continued serious misbehaviour for which the pupil has already experienced previous types of exclusion to little or no effect. This exclusion often allows time for investigations to take place about the long-term future of the pupil and parents will be kept informed during this period. In exceptional circumstances such an exclusion may immediately precede a permanent exclusion.???

Exclusions longer than 15 days automatically trigger a meeting of the Trust Pupil Discipline Panel.

The Pupil Discipline Panel will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent
- It is a fixed-term exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term
- It would result in a pupil missing a public examination
- If requested to do so by parents, The Pupil Discipline Panel will consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in a single term.

**ALL STUDENTS ARE INTERVIEWED WITH THEIR PARENTS/CARERS ON RETURN FROM EXCLUSIONS with the intention of making the reintegration into school as successful as possible.**

## **B. Permanent Exclusion**

This type of exclusion is the last resort. It is employed when the Headteacher decides that it is in the best interests of the school and/or the excluded student that they no longer should attend school.

A meeting of the Pupil Discipline Panel will be convened by the Clerk to consider whether the student should be reinstated.

Parents have the right to be at this hearing and to present a case for reinstatement to the school. The panel will either uphold the Headteacher's decision or direct the Headteacher to re-admit the pupil.

Then, if the Pupil Discipline Panel do not reinstate the student, parent(s)/carer(s) have the right to appeal the decision to an Independent Appeal Panel through the Local Authority.

## 2. Other Relevant Policies

- Behaviour and linked policies
- SEND
- Data Protection
- Curriculum
- Home School Agreement
- Freedom of Information publication scheme
- Public Sector Equality Duty
- Teaching and Learning
- Health and Safety Policy
- Child Protection
- Freedom of Information Policy
- Complaints Procedure
- Anti-Bullying Policy
- Admissions & Appeals Policy
- Student Email Policy
- Drugs and Substance Abuse Policy
- Sex Education Policy
- School Trips Policy