



CS14 – Exclusions



Last Review Date	November 2017	Next Review Date	November 2018
Leader of Policy Review	Headteacher		
Associated Policies	Behaviour, Drugs and Drug Education, Home School Partnership		

The School sometimes uses exclusion as the most extreme measure of addressing actions by students that are unacceptable within the school environment. This is likely to follow a number of incidents of poor behaviour, or a single particularly serious incident. It is also likely to follow the use of strategies outlined in the Behaviour Policy, which have been tried without success. The decision to exclude a student is only taken:

- a) in response to serious breaches of the school's behaviour policy; and
- b) if allowing the student to remain in school would seriously harm the education or welfare of the student or others in school

There are two types of exclusion – 'fixed period' and 'permanent'.

A fixed period exclusion can be anything from one day upwards. The policy is to keep such periods to the minimum time necessary to punish the student and to indicate the seriousness with which the School views their actions. A period of between one and three days is often long enough to secure the benefits of exclusion without adverse educational consequences, although there may be circumstances, such as ensuring the safety of other students, where a longer period of time is appropriate. Occasionally it may be necessary to exclude a student over a lunchtime period as a short-term measure, and in such cases this is treated as the equivalent of a quarter of a school day. After a fixed period exclusion a student returns to school. The maximum total period of such fixed period exclusions for an individual student is 45 days in any one school year.

A permanent exclusion is when a student is not allowed to return to school. This is likely to follow a series of fixed term exclusions and following a wide range of other strategies that have been tried without success. However, there may be exceptional circumstances where it is appropriate to permanently exclude a student for a single incident of extreme severity such as serious actual or threatened violence, sexual abuse or assault, supplying illegal drugs, or the use or threatened use of an offensive weapon.

The phrase internal exclusion is sometimes used to describe managed situations where students do not attend a series of their normal lessons, for example over a complete day, and instead work in isolation. Neither this, nor removal of a student from specific individual classes as a short-term measure for addressing inappropriate behaviour, is classed as an exclusion.

Before taking a decision to exclude, the Headteacher will:

- a) Ensure that appropriate investigation has been carried out
- b) Consider all the evidence carefully and ensure that all accounts of the events have been heard
- c) Check whether the incident may have been provoked, eg. by bullying or by racial or sexual harassment
- d) Ensure that appropriate consultation has taken place

Only the Headteacher, or Deputy/Assistant Head in their absence, can authorise an exclusion. The documentation relating to the nature of incidents leading to any exclusion will be held by the appropriate pastoral team on the student file, along with supplementary materials such as statements by staff and other students. The documentation relating to the exclusion will be held by the Headteacher, and details forwarded to the Local Authority using their designated procedures, including the Headteacher notifying the Chair of Governors. Whilst a student is excluded the School will fulfill its statutory duty to provide work for the student to complete.

When parents (the relevant person) are informed that their daughter/son is being excluded, the School will always try to make personal contact to explain the circumstances and to seek their support for our actions. This contact will be made by a pastoral leader. Parents are also notified of their rights to make representations about the exclusion. For more detailed guidance please refer to National Assembly for Wales Circular 01/2004: *Exclusion from School and Pupil Referral Units* and subsequent clarifications and amendments.