

# Knebworth

Primary & Nursery School



## Exclusions Policy Summary

***Date reviewed:***

***January 2016***

***Date of next review:***

***January 2018***

***Responsibility:***

***Full Governing Body***

***Classification:***

***Public***

## Introduction

In most cases exclusion, especially permanent exclusion, will be the last resort after a range of measures have been tried to improve a pupil's behaviour all without lasting success. Exclusion is a disciplinary sanction that the Head teacher will use only in response to serious breaches of the school's behaviour policy and expected Code of Conduct. When a pupil fails to comply with the expected Code of Conduct there is need to intervene promptly and effectively in order to keep the pupil within school wherever possible and to avoid the ultimate sanction of permanent exclusion.

Recognition of pupils' difficulties will be supported by a Personal Plan and/or Pastoral Support Plan, which will be drawn up in consultation with parents and the pupil concerned. In the interests of fairness, the pupil will have opportunity to express his/her view or versions of events.

Arrangements will be made for the school to provide and mark work during periods of exclusion.

There are four sets of circumstances in which individual pupils may be required to leave the school site, namely where:

- There is sufficient evidence that a pupil has committed a disciplinary offence and if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school. In these circumstances the pupil may be excluded from school for a fixed period or permanently;
- A pupil is accused of a serious criminal offence but the offence took place outside the school's jurisdiction. In these circumstances the head teacher may decide that it is in the interests of the individual concerned and of the school community as a whole for that pupil to be educated off site for a certain period, subject to review at regular intervals.
- For medical reasons, a pupil's presence on the school site represents a serious risk to the health or safety of other pupils or school staff. In these circumstances a head teacher may send the pupil home after consultation with the pupil's parents. This is not an exclusion and may only be done for medical reasons. Appendix 3 of this guidance deals with these circumstances; and
- The pupil is given permission by the head teacher or person authorised by them, to leave the school premises briefly to remedy breaches of the school's rules on appearance or uniform, where this can be done quickly and easily; this should be for no longer than is necessary to remedy the breach. This is not an exclusion but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, the pupil's absence may be counted as unauthorised absence. In all such cases the parent must be notified and the absence should be recorded. When making this decision, the child's age and vulnerability, and the parent's availability, will need to be considered.

## Fixed Period Exclusion

A fixed period of between one and a maximum of forty-five school days in any one school year may be imposed. It is likely to be recommended as a sanction for a breach of the school's Code of Conduct or for repeated unacceptable behaviour for which a pupil will have already received a warning and about which parents or carers have been informed.

Behaviour that will normally lead to a fixed period of exclusion includes:

- Physical assault against another pupil or adult including fighting
- Verbal abuse and/or threatening behaviour against another pupil or adult including swearing
- Bullying, including verbal, physical and racial bullying
- Damaging school or personal property belonging to another member of the school community
- Theft including stealing school property or personal property belonging to a member of the school community
- Persistent disruptive behaviour including challenging staff decisions, disobedience and persistent violation of school rules.

**This list is not exhaustive and other behaviour may result in fixed term exclusion.**

## Permanent Exclusion

Permanent exclusion is the final sanction open to the school. Before the Head teacher, in consultation with the chair of governors, decides that permanent exclusion is to be used, she/he will need to demonstrate:

- That all reasonable alternative strategies have been considered
- That to allow the pupil to remain in school would be detrimental to the education or welfare of other pupils or other members of the school community

A decision to exclude a pupil permanently should only be taken:

- In response to a serious breach, or persistent breaches, of the school's behaviour policy; and
- Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

The Head Teacher will discuss any move to permanent exclusion with the Chair of Governors.

It is expected that in most cases parents or carers will have already been widely consulted with regards their child's behaviour and they will have received an indication that permanent exclusion is a real possibility.

Behaviour that will lead to a permanent exclusion may include:

- Extreme physical violence towards another pupil or member of the school community
- Extreme, persistent, threatening or bullying behaviour
- Repeated incidents of contravening the school's Code of Conduct.

**This list is not exclusive and permanent exclusion may be used by the Head teacher for a one-off incident if she/her considers it to be of an extreme nature.**

Any exclusion will follow procedures outlined in the Herts Exclusion Guidance Supplement.