



Exclusions Policy

(ratified by the Full Governing Body on 13th February 2018)

Review Cycle: 2 years Spring Term

Review By: Leadership Team, Behaviour & Attendance
Sub-Committee

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Mission Statement

To enable all students to learn to their full potential in a calm and well-ordered environment.

Purpose of this policy

This policy is designed to briefly outline the academy approach to exclusions within the statutory framework as defined in *'Exclusion from maintained schools, academies and pupil referral units in England' 2012*.

Principles

1) Exclusion is a sanction used by the academy only in cases deemed as serious breaches of the Academy Behaviour Policy. A student may be at risk of exclusion from the academy for:

- Verbal or physical assault of a student or adult;
- Persistent and repetitive disruption of lessons and other students' learning;
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions;
- Possession of drugs and/or weapons.
- Inappropriate use of technology/social media
- bringing the name of the academy in to disrepute

This list offers some examples of where exclusion may be used as a sanction, it is not exhaustive and does not prohibit the Headteacher from using exclusions for behaviours which fall outside of this list.

2) A Fixed Term Exclusion from the academy can only be authorised by the Headteacher or the Deputy Headteacher acting on his behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available. The student may be internally isolated until such time that a decision can be made.

3) In the case of a Permanent Exclusion, this can only be authorised by the Headteacher.

4) The academy seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the academy.

5) The academy regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of an exclusion

1) Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day. The student, where possible, will be presented with appropriate work to be completed during the exclusion period. Additional work may be the work that the student would have completed had they not been excluded or additional work of an appropriate level.

2) In the case of a Permanent Exclusion, parents will be notified by the Headteacher in a face-to-face meeting or direct telephone contact.

3) A student who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.

4) The Chair of Governors and relevant academy staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, they will receive a copy of this letter which will clearly outline the reasons for the exclusion.

Students Returning from a Fixed Term Exclusion

- 1) All students returning from a Fixed Term Exclusion are required to attend a re-admittance meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and academy.
- 2) In some incidents, on the return from a Fixed Term Exclusion students will be required to attend the Learning Support Unit within the academy so that a phased reintegration of the student can take place.
- 3) Students returning from a Fixed Term Exclusion will be placed on a report card to monitor their behaviour, unless the member of staff readmitting deems this unnecessary.
- 4) Students returning from a Fixed Term Exclusion will be required to complete any outstanding detentions or periods of isolation set prior to the exclusion.

Appeals

All correspondence regarding an exclusion from the academy will inform parents of their right to appeal to the Governing Body against the decision to exclude. This procedure is clearly set out in the statutory guidance.

The person who should be contacted to initiate an appeal is the Clerk to the Governors. This can be done in by emailing admin@alcesteracademy.org.uk marking the email FAO: Clerk to the Governors.

Relationship to other academy policies

The Exclusion Policy should be read in tandem with the academy Behaviour and Discipline Policy as well as other relevant academy policies, particularly the Inclusion Policy, Special Educational Needs Policy and the Equality & Diversity Policy. It also has a close inter-relationship with the Drugs and Alcohol Policy, Anti-Bullying Policy and Attendance Policy.

Monitoring and Review

- 1) The impact of this policy will be reviewed by the Governors' Behaviour & Attendance Committee.
- 2) The Headteacher will provide the Committee with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.
- 3) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Date: _____