



GRANGE SCHOOL

A Culture of Continuous Improvement

Exclusions Policy

Compiled by: Signature: Date:	Approved by Governing Body () Signature: Print name: Date:
Revision Number:	Next Review date:

EXCLUSIONS POLICY

1) INTRODUCTION

At Grange School we expect all pupils to behave in a manner which encourages and motivates all to learn effectively. Pupils who are not meeting our expectations will be dealt with appropriately in order to help them address their behaviour or attainment issues. The standards of behaviour and expectations are set out clearly in the Grange behaviour agreement which ALL parents or guardians are expected to read and sign. The behaviour ladder and rewards system clearly reinforces the high expectations required from all pupils.

The first line in Grange behaviour agreement reads:

Parents and care-givers are expected to support the ethos of the School by:

- Working in partnership with the school to enhance the learning outcomes and support the well-being and conduct of their child.

The policy will be reviewed annually.

2) LINKS

The exclusion policy should be read in tandem with the other policies listed below:

Behaviour Policy:

Anti - Bullying Policy

Detention Policy

Safeguarding& Child Protection Policy

3) AIMS and OBJECTIVES

The purpose of the policy is

- To briefly outline the schools approach to exclusion
- To ensure there is a fair, reasonable, rigorous and robust system for dealing with exclusions consistently across school.

4) PRINCIPLES:

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- Exclusion is a sanction used by the school only in cases deemed as serious breaches of the school behaviour policy/ behaviour Ladder.

A pupil may be at risk of exclusion for:

- I. Behaviour that places the pupil or others in danger.
- II. Setting off the fire alarm other than in an emergency.
- III. Any form of physical or verbal abuse, including gathering in a large group intending to intimidate others.
- IV. Bringing into school any harmful or illegal substances, including tobacco, matches and lighters, alcohol and fireworks.
- V. Bringing on the school premises any type of weapon, including any type of knife / penknife or any type of gun, including toy guns and replicas. This also applies to travel to and from school.
- VI. Serious verbal abuse / foul language directed towards staff.
- VII. Direct and continual refusal to follow reasonable requests.
- VIII. Serious theft
- IX. Serious racism
- X. Serious bullying and or intimidation
- XI. Malicious allegations against a member of staff.
- XII. Continued breaches of the school behaviour policy.
- XIII. Serious physical assault against another person (pupil or member of staff)
- XIV. Any other extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.
- XV. Poor behaviour of a pupil outside of school.

- Having agreed that the offence committed fits one or more of the above criteria further considerations will influence any decision about the exclusion these include:
 - I. The pupil's previous record
 - II. The threat to the safety and welfare of other pupils.
 - III. The threat to the safety of staff
 - IV. The effect on other pupils in terms of their learning entitlement.
 - V. The precedents – how other pupils have been treated in similar cases (when appropriate)
 - VI. The threat to the school standards and behaviour.
 - VII. The threat to the image of the school within the local community.

- The above considerations will also determine whether the exclusion is for a fixed term or a permanent exclusion.
- When establishing facts in relation to the exclusion the head teacher must apply the civil standard of proof i.e. ‘on the balance of probabilities’ it is more likely than not that the fact is true, rather than the criminal standard of ‘beyond reasonable doubt’
- A pupil may be excluded for one or more fixed periods up to 45 school days in an academic year or permanently.
- **A fixed term Exclusion** from school can only be authorised by the Principal/ CEO or one of the vice principals acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available. If not available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.
- In the case of a **permanent exclusion** this can only be authorised by the Principal/CEO and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Head teacher of the school. (see Appendix 2 – Flow chart for permanent exclusion) Once the Principal/CEO has decided on a permanent exclusion the pupil and parents will be informed in writing, a face to face meeting may be called or a phone call made where this is not possible.
- Key Stage Coordinators/ Director of Pastoral affairs must ensure all aspects related to exclusion have been covered.
- The **SRC** will meet to hear the case of the **permanent exclusion** from both the school and the parents and upon hearing the evidence presented they will decide to overturn or uphold the permanent exclusion.
- A SRC must consist of at least 3 governors and have representation from the parents and the CEO/Principal

5) PUPILS RETURNING FROM A FIXED TERM EXCLUSION

- All pupils returning from fixed term exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusions can be avoided and behaviour modified to acceptable standards in partnership between pupil, parents and school.
- In some instances, on the return from fixed term exclusion pupils will be required to attend the school counsellor so that a phased reintegration of the pupil can take place.

6) APPEALS (SEE APPENDIX 2 FLOW CHART FOR EXCLUSION APPEALS)

- All correspondence regarding exclusion will inform parents of their right to appeal to the Governing Body against the decision to exclude. The 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

7) POLICY REVIEW

- This policy will be reviewed on an annual basis.

Compiled by: A.A Oladeji Signature: Date:	Approved by Governing Body (SRC): Signature: Print name: Date:
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Appendix 1

FLOW CHART FOR FIXED TERM EXCLUSION

KSC investigates, collect statements, compiles incident report if case is considered to be a G6 offence and above (see behaviour ladder).



The case is referred to the secretary to PMT (Pastoral Management Team) for review and forwarded to the Director of Pastoral affairs and later on to the Vice Principal.



Vice Principal invites parents to a meeting to discuss the matter as well as possible intervention. A formal letter is written to parents



Fixed Term exclusion. (As deemed necessary)



Reintegration meeting with parents and the student after fixed term + Intervention

Appendix 2

FLOW CHART FOR PERMANENT EXCLUSION

Principal/ CEO considers evidence, school policies with guidance and decides to permanently exclude pupil only 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.



Permanent exclusion can only be authorised by the Principal/ CEO and must only be done after consulting the Chair of Governing council of the intention to impose this sanction, although the final decision rests with the Principal of the school.



Principal notifies parent by telephone on day of exclusion—followed without delay by letter giving details of the incident, length of exclusion , rights of appeal.



Principal, without delay, notifies governing council .



On receiving notice of the exclusion, the School Relation Committee (with at least 3 governors in attendance) must convene a meeting within 15 school days to consider the exclusion. The committee must invite the parent, pupil, principal at a mutually agreed time. Written evidence should circulate as far as possible, at least 5 days before the meeting; written statements, including witness statements that capture the excluded pupil's views and a list of attendees.

The School Relations Committee(SRC) must make its decision alone, asking the other parties to withdraw. Only the board secretary may stay. SRC make decision to uphold or reinstate the permanent exclusion decision or to impose a fixed term exclusion of up to 10 school days in any one term.



The SRC must inform the parent, the principal/CEO of its decision in writing within 24 hours stating the reasons. A copy of the letter should be placed on the pupil's school record with copies of relevant papers and Minutes kept in Governors Confidential files.



If the parent appeals the SRC decision within the time limit the review should be within 15 days after the day on which the review is lodged. The review panel considers the case and has only three options: Uphold the exclusion; recommend the SRC reconsider their decision; or quash the decision and direct the governing council considers the exclusion again. (The review panel must be made up of three other other governors chaired by GC chair)



If governing bodies decision is upheld the pupil is removed from the admission attendance register only after the review process has been completed.

N.B

Pupil must remain at home during the appeal process.