



## EXCLUSION POLICY

*To love, to serve  
and learn.*

We are a school family journeying together in God's love.

We serve each other to achieve our  
best.

We learn in fun and creative  
ways,  
respecting everyone's gifts.

St Edward's Catholic Primary school is committed to valuing diversity and to equality of opportunity. By modelling our school on the teachings of Jesus Christ, we seek to help and encourage each child to develop as an individual, who will cherish the love and friendship of others, and respect and care for the environment.

We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities.

The Governing Body recognise that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age, or sexual orientation. Full consideration has been given to this during the formulation of the above policy as it is the governors' aim that no-one at St Edward's school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.

We aim to include, not exclude, and we approach all challenging behaviour in a supportive and positive way. We recognise that such behaviour can sometimes be symptomatic of a real, deeper need for our support and understanding. St Edward's recognises that exclusions from the school community, whether fixed term or permanent, are damaging to a pupil's self-esteem. They diminish the sense of belonging to the community. As such, they are used sparingly and only as part of an overall behaviour strategy which seeks to develop a culture of inclusion, ownership of and responsibility for one's own behaviour.

The school seeks to avoid permanent exclusions. These take place only for very serious incidents or when all other strategies have been tried and have failed over time.

Fixed term exclusions are used when other strategies and sanctions have not been effective over time or when there has been a single clear and serious breach of discipline. For example, physical assault against a pupil or an adult and persistent disruption to lessons come within this category. The physical and emotional health of our children and staff is our primary concern.

### **Reasons for exclusion:**

- Serious breach of the school's rules or policies;
- Risk of harm to the education or welfare of the pupil or others in the school.

Any exclusion will be at the decision of the Headteacher, in consultation with the Governing Body, as appropriate.

It will generally be as a result of a serious outburst of aggression or abusive behaviour towards self, others or school property. However, there are cases when a child with specific behavioural needs has had a culminate effect on the learning of others. In order to address these needs, and to ensure that the learning of the majority is protected, the school may have no other option other than to exclude, in order to seek further help and guidance from the LA.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

The school is responsible for communicating to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct. These are:

- Behaviour Policy;
- Anti-Bullying Policy;
- Physical Intervention Policy.

### **Fixed Term Exclusion**

A temporary exclusion will be for the shortest time necessary.

#### **Persistent or cumulative problems**

Exclusion for a period of time from half a day to 5 days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and behaviour management strategies. These strategies are outlined in the Behaviour Policy.

#### **Single incident**

Temporary exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases the Headteacher will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies.

The pupil will be encouraged to give his/her version of events and the Headteacher will check whether the incident may have been provoked, for example by bullying or racial harassment. If necessary the Headteacher will consult the Chair of the Governing Body.

#### **Extending a fixed term exclusion**

Sometimes, following further information coming to light, a fixed term exclusion can be extended. If this happens, a letter must be sent to the parents stating the reasons and stating the right to make representations to or request a meeting with the disciplinary committee.

#### **Lunchtime exclusions**

A child can be excluded at lunchtimes. Lunchtime exclusion is counted as a half day exclusion. If the lunchtime exclusions are continuous, the parent can make representations to the governors' discipline committee or request a meeting. Lunchtime exclusions should not happen for longer than a week.

Children who are entitled to free school meals should still receive their entitlement, i.e. a packed lunch.

### **The decision to exclude**

If the Headteacher decides to exclude a pupil she will:

- ensure that there is sufficient recorded evidence to support the decision;
- explain the decision to the pupil;
- contact the parents, explain the decision and ask that the child be collected;
- send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion;
- the length of the exclusion and any terms or conditions agreed for the pupil's return;
- in cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked;
- plan how to address the pupil's needs and integration back into their class on his/her return;
- plan a meeting with parents and pupil on his/her return.

### **Permanent Exclusion**

A permanent exclusion is a very serious decision and the Headteacher will consult with the Chair of the Governing Body before enforcing it.

As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence such as:

- Serious actual or threatened violence against another pupil or a member of staff;
- Possession or use of an illegal drug on school premises;
- Persistent bullying;
- Persistent racial harassment;

Permanent Exclusion may also follow long term, sustained aggression towards others, where the well-being of children and staff is threatened - and /or constant disruption to children's learning. It will be a last resort, when strategies / interventions to improve behaviour have ceased to have any positive effect.

### **What happens about the child's education during this period?**

For the first 5 days of exclusion, the school is responsible for setting and marking work for the child to complete at home. It is the parents' responsibility to ensure work is completed at home and returned to the school.

It is during these first 5 days that the parent must ensure that a child is not in a public place, without reasonable justification, during school hours, or they can be prosecuted.

In the case of a Permanent Exclusion, the sixth school day of the exclusion onwards the local authority, Halton Borough Council, will provide suitable full-time education.

### **Safeguarding**

An exclusion will not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority.

In this situation, depending on the reason for exclusion, the school may consider an internal exclusion until the end of the day, implementing the original exclusion decision from the time the child is collected from school, or, in more severe circumstances the school may contact Social Services and/or the Police to safely take the pupil off site.

### **Behaviour outside school**

Pupils' behaviour outside school on school business e.g. on school trips, at sports fixtures, is subject to the school's behaviour policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place in school.

### **Pupils with special educational needs and disabled pupils**

The school must take account of any special educational needs when considering whether or not to exclude a pupil.

We have a legal duty under the Disability Discrimination Act 2005 as amended not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability.

The Headteacher should ensure that reasonable steps have been taken by the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability.

### **Marking attendance registers following exclusion**

When a pupil is excluded temporarily, he/she should be marked as absent using Code E.

### **Managed move**

In cases where the Headteacher and parents agree that the progress of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent has treated the school or members of its staff unreasonably, the Headteacher may require the parents to remove the pupil at the end of a term. This is not exclusion and, in such cases, the Headteacher may assist the parents in placing the pupil in another school.

### **Removal from the school for other reasons**

The Headteacher may send a pupil home, after consultation with that pupil's parents and a health professional as appropriate, if the pupil poses an immediate

and serious risk to the health and safety of other pupils and staff, for example because of a diagnosed illness such as a notifiable disease.

This is not 'exclusion' and should be for the shortest possible time.

### **Procedure for appeal**

If parents wish to appeal the decision to exclude, the matter will be referred to the Governing Body and handled through LA appeal procedure.

This policy will be reviewed annually.