



WORLE COMMUNITY SCHOOL

EXCLUSION POLICY

OCTOBER 2015

The Decision to Exclude

The decision to exclude a student can only be taken by the Head Teacher. Advice is taken from the Assistant Head Teacher (Inclusions), who manages the process. For Internal exclusion this responsibility is delegated to the Head of Year, Deputy Head of Year, Head of House and Behaviour Support Assistant.

The decision to exclude will be based on the balance of probabilities after enough evidence has been collated from various sources. The student under investigation should be given the chance to have their viewpoint taken into account and if an external exclusion is a possibility then a written statement should be taken.

Exclusion can be:

- Internal
- External (less than 6 days)
- External (more than 6 days)
- Permanent

Internal Exclusion (9:00 a.m. – 4:00 p.m.)

If internal exclusion is the right course of action then this can be for up to 5 days. The process should be as follows (See Flow Chart A):

- Assistant Head Teacher (Inclusions)/Head of Year/Head of House/Personal Assistant to Assistant Head Teacher (Inclusions) telephones parents with the necessary information
- Letter is sent by Inclusion Assistant detailing the reasons for the exclusion.

There is no right of appeal to internal exclusion. If a parent refuses for their child to go into the exclusion room a discussion will take place with the Assistant Head Teacher (Inclusions). If this cannot be remedied then the student may be externally excluded for a period up to 5 days.

External Exclusion less than 6 days

If the offending behaviour is deemed to be more serious or internal exclusion has not worked, then a student may be excluded for a period of between 1 and 5 days.



WORLE COMMUNITY SCHOOL

Following the decision to exclude the school will:

- Assistant Head Teacher (Inclusions) /Head of Year/Head of House/Personal Assistant to the Assistant Head Teacher (Inclusions) telephones parent to explain the situation. Parents will then be asked to collect the student. If this is not possible the parent will be asked if the student can be sent home. If this is not possible the student will be placed in the Exclusion Room (or in isolation) until the end of the school day.
- In the case of an exclusion from the Weston College Link Course or Work Experience. The Assistant Head Teacher with responsibility for options will telephone parents.
- The standard letter will be sent to the parent detailing where advice can be sought regarding the exclusion.
- The Local Authority will be informed via the standard proforma. In the case of a looked after child the Education Welfare Officer and the Children's Social Care will be informed by telephone immediately.
- Work will be provided by the Behavior Mentor and sent home as soon as practicable.
- A reintegration meeting may be set up to discuss a way forward with the young person and parent/carers, depending on the previous record of the student involved.
- This meeting must take place before the young person returns to school. If this is not possible the young person will stay in the exclusion room until the meeting can take place.
- At the meeting a contingency contract may be drawn up detailing expectations, support available and consequences of not meeting expectations. This may involve a further external exclusion, referral to the Redwing Alternative Provision Centre, a managed move to another school or permanent exclusion.

External Exclusion 6 days or more

If an exclusion of more than 5 days is seen to be appropriate then the above protocol will apply alongside the following additions:

- Partner schools will be contacted to provide education provision after the fifth day.
- The parents have a right of appeal to a panel of governors. The protocol for this is set out in the Department for Education guidelines.

Exceptional Circumstances

Exceptional circumstances where, in the Head Teacher's judgment, it is appropriate to permanently exclude a child for a first or 'one-off' offence may arise. These might include an incident of:

- a) Serious actual or threatened violence against another student or member of staff;
- b) Sexual abuse or assault;
- c) Supplying, using or carrying an illegal drug;
- d) Carrying an offensive weapon;
- e) Arson.



WORLE COMMUNITY SCHOOL

The school will consider whether or not to inform the police where such a criminal offence has taken place. The school will also consider whether or not to inform outside agencies e.g. Youth Offending Service, Social Workers etc.

These instances are not exhaustive, but indicate the severity of such offences and the fact that such behavior can affect the discipline and wellbeing of the School community.

Pending further investigation, an exclusion may result in a permanent exclusion.

Permanent Exclusion

The decision to permanently exclude a child is a serious one and only be taken when other strategies have failed, or it is the Head Teachers decision due to the seriousness of the offence. The school will also convene a panel of Governors who will consider the merits of each case and either uphold the decision of the Head teacher to exclude or in extenuating circumstance overturn the Head Teacher decision.

The protocol for permanent exclusion is set out in the Department for Education Guidelines.

This policy is also linked to:

- Drugs Policy;
- Behaviour for Learning Policy;
- Safeguarding Policy;
- Searches Policy; and
- Health & Safety Policy.



WORLE COMMUNITY SCHOOL

FLOW CHART A

REFERRAL FOR INTERNAL EXCLUSIONS

Head of Year/Head of House referral to Assistant Head Teacher (Inclusions) or his Personal Assistant for exclusion room (and details entered on SIMS).



Exclusion agreed. (If not agreed, Assistant Headteacher (Inclusions) to discuss with Head of Year/Head of House)



Letter home to parents with reason, date/s and number of days (sent by Personal Assistant to Assistant Head Teacher (Inclusions))



Exclusion logged on SIMS by Personal Assistant to Assistant Head Teacher (Inclusions)



Green Form completed and attached to paper copy of letter/referral and filed in Exclusion files in M11. Copy of letter also to be filed in student's file.



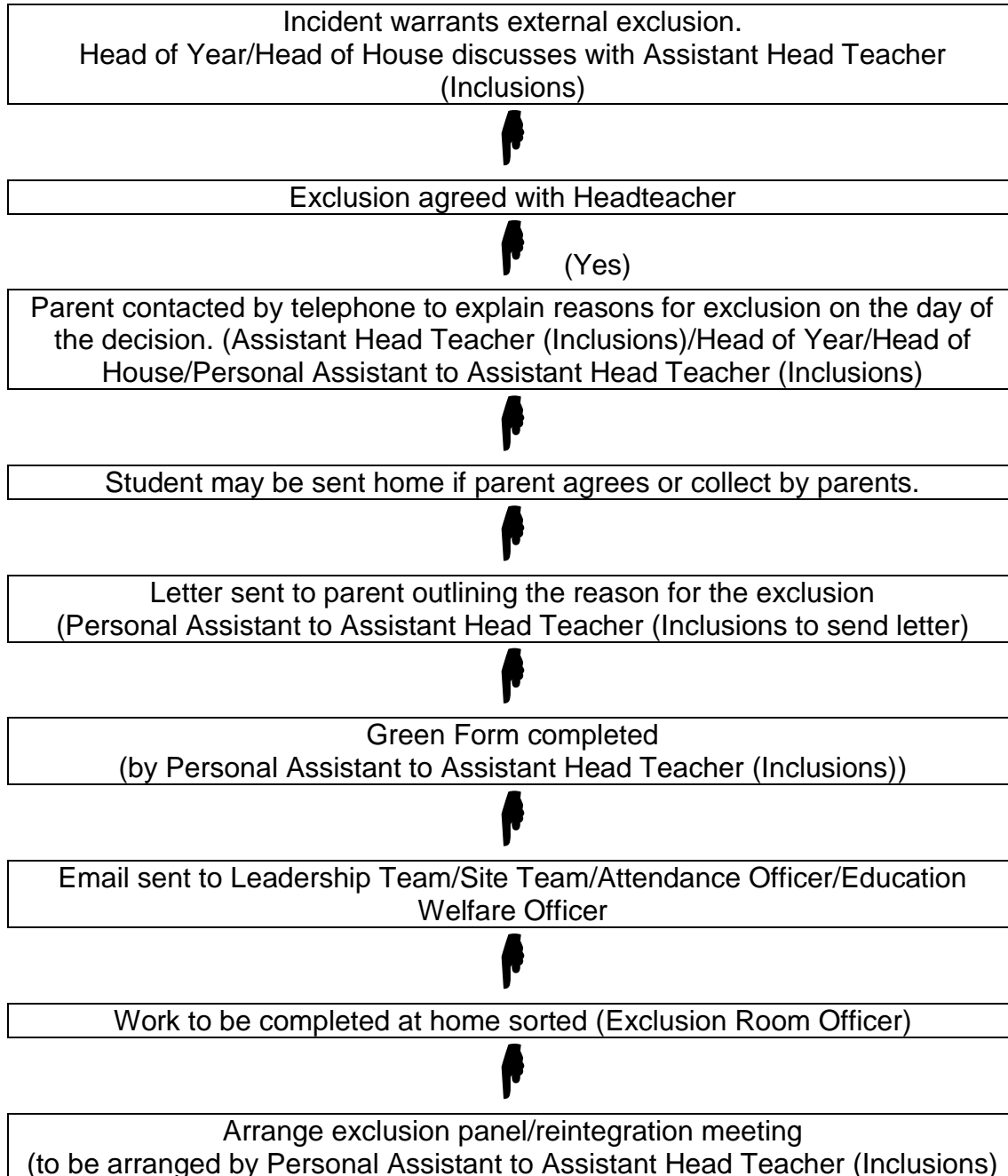
Exclusion logged on Exclusion data base.



WORLE COMMUNITY SCHOOL

FLOW CHART B

REFERRAL FOR EXTERNAL EXCLUSIONS



Next Review Date for this Policy: October 2016



WORLE COMMUNITY SCHOOL

Misdemeanour examples - linked to Sims <i>(This is by no means an exhaustive list)</i>	Exclusion	Decision to exclude made by:	Return to School Process:
<ul style="list-style-type: none"> Lesson disruption Rudeness/Defiance Anti Social Behaviour 	Internal Exclusion Between 1-5 days	Head of House (Inform PA to Assistant Head Teacher (Inclusions))	<ul style="list-style-type: none"> Warning of External Exclusion issued on event of 2nd Internal Exclusion 1:1 with Mentor on day of return
<ul style="list-style-type: none"> Continued and persistent levels of poor behaviour Single incident of very poor behaviour 	Fixed Term Exclusion, Stage 1 Between 1-5 days After 2 x Stage 1 FTE reached in 1 year, move to a Stage 2	HOH (Inform PA to Assistant Head Teacher (Inclusions))	<ul style="list-style-type: none"> 1:1 with Mentor, Head of House Improvement Report in place Report checked weekly by Head of House 1 day in Short Term base – Redwing Centre
<ul style="list-style-type: none"> Continued and persistent levels of poor behaviour Single incident of very poor behaviour 	Fixed Term Exclusion, Stage 2 Between 1-5 days After 2 x Stage 2 FTE reached in 1 year, move to a Stage 3	HOH (Inform PA to Assistant Head Teacher (Inclusions))	<ul style="list-style-type: none"> 1:1 with Head of House Improvement Report in place Yellow Contract drawn up with targets 2 days in Short Term base – Redwing Centre
<ul style="list-style-type: none"> Further and persistent breaches of the School's Behaviour Policy Breaching rules of the Yellow Contract 	Fixed Term Exclusion, Stage 3 Between 1-5 days After 2 x Stage 3 FTE reached in 1 year, move to a Stage 4	Head of House / Leadership Team (Inform PA to Assistant Head Teacher (Inclusions))	<ul style="list-style-type: none"> Reintegration meeting held and Orange Contract drawn up with targets (Parent, Head of House, Student) If contract is not signed, the return to school does not happen. If there is non-attendance at the meeting, return to school does not happen. Improvement Report in place 3 days in Short Term Base - Redwing Centre
<ul style="list-style-type: none"> Further continued disruption and poor behaviour breaching the School's Behaviour Contract Breaching rules of the Orange Contract 	Fixed Term Exclusion, Stage 4 Endorsed Between 1-5 days	Assistant Head Teacher (Inclusions) (Inform PA to Assistant Head Teacher (Inclusions))	<ul style="list-style-type: none"> Reintegration Meeting held and Red Contract drawn up with targets (Parent, Assistant Head Teacher, Student, Governor) Warning of Permanent Exclusion <p>If the contract is not signed, the return to school does not happen. If there is non attendance at the meeting, the return to school does not happen.</p> <ul style="list-style-type: none"> Improvement Report checked daily by Head of House 5 days in Short Term Base – Redwing Centre
<ul style="list-style-type: none"> Failure to meet all previous expectations on Stages 1-4 and Red Contract Single serious incident (See Exclusion Policy) 	Managed Move or Permanent Exclusion <i>(In all of the above sanctions, parents will be contacted and incidents logged on Sims)</i>	Assistant Head Teacher (Inclusions) (Inform PA to Assistant Head Teacher (Inclusions))	<ul style="list-style-type: none"> Assistant Head Teacher to contact other schools and/or to inform the Local Authority