



POLICY ON EXCLUSION OF PUPILS FROM SCHOOL

Rationale

Archbishop Runcie First School is a Church of England First School. In harmony with the Christian ethos of our school our policy for the promotion of positive behaviour is rooted in the teachings of Jesus Christ. We respect the uniqueness of each child and encourage them to be a responsible and participating member of our cohesive school community. In so doing we believe that in taking a fair and consistent approach to promoting positive behaviour children must be treated in ways appropriate to their age, needs and circumstances.

We acknowledge that on rare occasions there are circumstances that prevail (eg serious breaches of the school's Behaviour & Discipline policy) which mean we may have to exclude a child from school in order to safeguard the well-being of that child or the other children.

Aim

- To ensure a safe and secure environment for all members of the school community to facilitate successful and happy learning.

Grounds for Exclusion

Exclusion from school is a serious step to take however this step is sometimes the only course of action available to the school. Actions for exclusion from the school day may be implemented, at the discretion of the Headteacher (or designated staff member acting in this capacity) when a child is responsible for any of the following:

- intentionally harmful and wilful physical assault on another child or member of staff;
- constant disruption to the education of other children;
- regular breaches of the school's behaviour policy which impinge upon the well-being, health & safety and efficient education of the other children;
- deliberate and wilful damage to school property.

Parents will be contacted immediately and invited to school to discuss the seriousness of their child's actions.

Guidelines

At Archbishop Runcie CE Voluntary Aided First School we aim to provide a well-ordered environment where self-discipline is promoted, mutual respect encouraged and pupils valued as individuals. The decision to exclude a pupil is not one undertaken easily or lightly and is only taken when all other avenues of support have been exhausted.

- All members of the school community must be aware of this policy;
- All members of the school community should accept responsibility for encouraging and maintaining positive behaviour;
- Staff and parents should liaise when a child's behaviour gives cause for concern;
- All adults should be sensitive to the individual needs and personal circumstances of the child;

In the event of exclusion being necessary the school will follow the Newcastle Local Authority policy and procedures for exclusions from school. See Appendix 1

This policy will be reviewed every two years or earlier if deemed necessary.

Date	Reviewed / updated	Staff involved
June 2009	New policy	JRo / KM
December 2011	<i>reviewed</i>	JRo
June 2013	Reviewed	JRo
July 2017	Reviewed and updated in line with advice from Karl Harms (LA)	KM & Ethos, Curriculum and Performance Committee
June 2018	Reviewed	KM
March 2020	Reviewed by TLA	

APPENDIX 1

SCHOOL HEAD TEACHER: EXCLUSION PROCEDURES

Any Fixed Period or Permanent Exclusion where the pupil will lose the opportunity to sit a public exam	Fixed period exclusions (including lunchtime exclusions)			Permanent exclusions
	totalling 5 school days or less in a term	totalling 5.5 to 15 school days in a term	totalling more than 15 school days in a term	
<p>When the decision to exclude is made:</p> <p>Immediately:</p> <ul style="list-style-type: none"> notify parent, ideally by phone inform the school governing body inform the LA for permanent exclusions only establish from LA arrangements for Day 6 provision (or within 1 school day**) send written notice to parents to confirm the exclusion details and that the pupil will not be allowed to take their exam(s). See model letter: 1a for fixed period exclusions 1b for permanent exclusions <p>Within 1 school day:</p> <ul style="list-style-type: none"> notify the school governing body/PRU management committee 	<p>When the decision to exclude is made:</p> <p>Immediately:</p> <ul style="list-style-type: none"> notify parent, ideally by phone (or within 1 school day**) send written notice to parents to confirm the exclusion details. See model letter 1c <p>Within 1 school day:</p> <ul style="list-style-type: none"> notify the school governing body: send a copy of the exclusion letter to the clerk to the committee notify the LA: record the exclusion in school database + 	<p>When the decision to exclude is made:</p> <p>Immediately:</p> <ul style="list-style-type: none"> notify parent, ideally by phone (or within 1 school day**) send written notice to parents to confirm the exclusion details. See model letter 1d <p>Within 1 school day:</p> <ul style="list-style-type: none"> notify the school governing body/PRU management committee: send a copy of the exclusion letter to the clerk to the committee notify the LA: record the exclusion in school database + 	<p>When the decision to exclude is made:</p> <p>Immediately:</p> <ul style="list-style-type: none"> notify parent, ideally by phone (or within 1 school day**) send written notice to parents to confirm the exclusion details. See model letter 1e <p>Within 1 school day:</p> <ul style="list-style-type: none"> notify the school governing body/PRU management committee: send a copy of the exclusion letter to the clerk to the committee notify the LA: record the exclusion in school database + for exclusions of more than 15 consecutive days <u>only</u>: 	<p>When the decision to exclude is made:</p> <p>Immediately:</p> <ul style="list-style-type: none"> notify parent, ideally by phone contact the LA by phone and establish arrangements for Day 6 provision (or within 1 school day**) send written notice to parents to confirm the exclusion details. See model letter 1f <p>Within 1 school day:</p> <ul style="list-style-type: none"> notify the school governing body/PRU management committee: send a copy of the exclusion letter to the clerk to the committee notify the LA: record the exclusion in school database +

<p>and LA: send a copy of the exclusion letter to:</p> <ul style="list-style-type: none"> ○ the clerk to the committee ○ the LA * <ul style="list-style-type: none"> • record the exclusion in school database + <p>Within 3 school days (for Permanent or Fixed Period exclusion of more than 15 consecutive school days <u>only</u>):</p> <ul style="list-style-type: none"> • send parents a completed Exclusion Form 1 and supporting documentation • send copies to the clerk to the committee and the LA * 			<p>send a copy of the exclusion letter to the LA*</p> <p>Within 3 school days (for exclusions of more than 15 consecutive school days <u>only</u>):</p> <ul style="list-style-type: none"> • send parents a completed Exclusion Form 1 and supporting documentation • send copies to the clerk to the committee and the LA * 	<p>Within 3 school days:</p> <ul style="list-style-type: none"> • send parents a completed Exclusion Form 1 and supporting documentation • send copies to the clerk to the committee and the LA *
SEE OVERLEAF FOR KEY AND NOTES				

KEY:

**** NOTICE TIMESCALES AND EXCEPTIONS**

See DCSF guidance and local information for timescales for duty to provide written notices applicable to exclusions, reintegration interviews and Day 6 provision, and exceptions to these duties.

+ SIMS.net data collected electronically - for exclusions totalling 15 school days or less, LA does not need copy papers. Other database users (for example SIRCO) discuss reporting options with LA

*** Paperwork to LA to be sent to:** Administrative Assistant (Exclusions) either by:
Exclusions folder in Schools Data Transfer Drive; **or** 1st class recorded delivery post c/o Education Welfare Service, The Newcastle Springfield Centre

NOTES:

FOR MORE INFORMATION PLEASE REFER TO:

- DCSF Guidance “Improving behaviour and attendance: guidance on exclusion from schools and Pupil Referral Units”: <http://www.teachernet.gov.uk/wholeschool/behaviour/exclusion/>
- Local information and model letters posted on the schools extranet: <http://portal.newcastle.gov.uk/schextra.nsf/anospaces/exclusionhome>

LUNCHTIME FIXED PERIOD EXCLUSIONS

- should not be imposed for longer than a week
- where a pupil is eligible, provide free school meals for the duration of the exclusion

FIXED PERIOD EXCLUSIONS – REINTEGRATION INTERVIEWS

Head Teachers must: send written notices to parents requesting their attendance at reintegration interviews (within prescribed timescales) for:

- Primary age pupils for any fixed period exclusion
- Secondary age pupils, for any exclusion of more than 5 consecutive days

CONTINUING EDUCATION WHILST EXCLUDED

- **For the first 5 days of fixed period exclusions (not lunchtime exclusions) and permanent exclusions:** **Head Teachers** should arrange to set work for the pupil to do at home and arrange for it to be marked
- **For fixed period exclusions of more than 5 consecutive days:**
 - **From schools:** **Governors must** arrange suitable full-time alternative education from Day 6 until the end of the exclusion
 - **From PRUs:** **LA must** arrange suitable full-time alternative education from Day 6 until the end of the exclusion
- **For permanent exclusions:** **LA must** arrange suitable full-time education from Day 6 of the exclusion
- **Head Teachers must** send written notices to parents (within prescribed timescales) confirming the details of suitable full-time alternative education from Day 6 where required

