



EXCLUSION POLICY

IWI July 2017

STATEMENT

We believe that all students have the right to a quality learning experience which enables them to progress in a safe and secure atmosphere. All staff also have a right to work in a safe and secure environment. In order to establish this environment, there will be occasions when students, either for their own safety, the safety of others or to uphold the ethos of the school, are formally excluded from school. This exclusion policy needs to be seen in the context of the whole school Behaviour Policy and operates within the wider local and National perspective.

PRINCIPLES

The principles underpinning the use of formal exclusion are as follows:

Exclusions are a last resort used as a consequence for serious incidents both in school and in our local community. Normally a range of sanctions and strategies should have been used before a permanent exclusion is given (e.g. a Pastoral Support Plan). However, a single incident that is a serious breach of school rules may result in a fixed term or permanent exclusion.

Each exclusion has an individual context which will determine the nature of the exclusion (fixed term or permanent). The context will also determine the length of a fixed term exclusion.

All exclusions will comply with current government legislation guidelines and will follow set school procedures.

Any exclusion should be part of a wider set of strategies involving parents/carers, school and external agencies.

Excluded students are entitled to appropriate support to enable successful re-integration. This will include a meeting with parents/carers prior to the student returning to the classroom.

Staff, parents/carers and students have a right to be informed about the policy and the guidelines for its operation. The provision for Looked After Children will be considered carefully on a case-by-case basis.

Feedback appropriate to staff, students and parents/carers will be provided on each exclusion to enable actions to be seen as just and fair. Looked After Children who are in danger of permanent exclusion will be prioritised for a managed move (see behaviour policy).

EXCLUSION: STATEMENT FOR STUDENTS

DEFINITION OF EXCLUSION

PERMANENT EXCLUSION

Permanent Exclusion means that a student is sent home from school and cannot continue their learning at Little Ilford School. Students may be sent to the Pupil Referral Unit (P.R.U.) which is a special unit in Newham. It is used as a last resort and is a very serious punishment. It is one aspect of the whole school behaviour policy.

FIXED TERM EXCLUSION

This means that a student could be sent home (provided that someone responsible is there) for between 1 and 5 days, although a more serious offence may be punishable by an exclusion of up to 15 days.

WHAT HAPPENS WHEN STUDENTS ARE EXCLUDED?

If a serious incident (or series of incidents) occurs within the school or in the surrounding streets — the following steps will be taken:

An investigation will take place. Students will have the right to be heard and to make a statement. If necessary, they will be given help with this. The investigation will involve everyone (e.g. the teacher/witnesses). There may be occasions when student(s) will leave the premises whilst the investigation takes place but this will only occur if the health and safety of other students would be at risk were the student(s) to remain on site. The students will still take part in the 'information gathering'.

When evaluating the evidence, pastoral staff will apply the 'colleague along the corridor' test to ensure that their decision is objective and fair (i.e. 'Ask yourself whether there is enough evidence for a colleague, who has simply read the evidence, to come to the same conclusion as you.'). All relevant factors will be taken into consideration before a recommendation is made. The legal standard of proof is the civic standard (i.e. on the balance of probability, the incident happened).

The pastoral staff will summarise the evidence and make a recommendation to the headteacher using the appropriate school form. The only member of staff with the right to exclude is the Head Teacher, or a nominated Deputy Headteacher in the absence of the Head Teacher.

If it is decided that a fixed term exclusion is appropriate and the student has had a prior exclusion within the school year, the normal procedure will be to add a day to the length of the previous exclusion unless the severity of the incident requires a more serious punishment. At the start of each new academic year the student will be allowed to start afresh.

For both types of exclusion (Fixed and Permanent) parents/carers will receive a call to inform them of the exclusion, followed up by a letter which states:

- The reason(s) for exclusion
- The return date (if appropriate)
- The conditions for return

- The right of Parents/Carers to appeal to the Governors of the school about an exclusion.

Whilst excluded, students remain the responsibility of their parents/carers and should not be seen in a public place during school hours or come near the school site when school is finished.

When a student has been permanently excluded, other students may be informed in assembly.

WHAT HAPPENS AFTER A FIXED TERM EXCLUSION?

The student(s) will return to school with at least one parent/carer at the time and date stated to meet with a member of the pastoral staff. Please note that the school reserves the right to insist on the presence of a carer, rather than a sibling, to ensure that the student recognises the seriousness of the situation.

An agreement will be made with the student/parent/carer on the best way for the student to return without being excluded again.

This may include:

- Reconciliation (when appropriate)
- Targets being set
- A contract
- A report
- Follow-up meetings
- Discussion with Form Tutor/Head of Year.

WAYS TO AVOID EXCLUSION

The school motto is:

"Learning Together, Achieving Together, Succeeding Together."

Students should make sure that in lessons, the playground, around the school and in the streets nearby they behave in a way which helps to achieve the motto.

This includes:

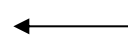
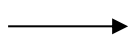
- following the Code of Conduct
- showing consideration and respect to others
- remembering that everyone is a representative of the school in the local community and not doing anything to spoil the reputation of the school
- not bringing to school incidents which may have happened beyond the gates in the evenings and at weekends

INCIDENT OCCURS
INSIDE THE
CLASSROOM

INCIDENT OCCURS
OUTSIDE THE
CLASSROOM

TEACHER FOLLOWS
DEPARTMENTAL
PROCEDURES

REFERRING TEACHER
REPORTS TO 'ON CALL'
DUTY TEACHER
COMPLETES A REFERRAL
FORM



DUTY TEACHER/PAL/SLT
INITIAL INVESTIGATION TAKES PLACE WITH REFERRAL TO
STAFF AS APPROPRIATE. INVESTIGATION TO INCLUDE
INFORMATION GATHERING FROM, E.G. STUDENTS,
SUBJECT TEACHER, FORM TUTOR & YTL. CHECK WITH
SENCO AND C.P LIST



STUDENT SHOULD ONLY BE
 STATEMENTED
 SENT OFF PREMISES DURING
 THE INVESTIGATION IF
 STUDENT
 THEY POSE A MAJOR HEALTH
 & SAFETY RISK TO THE OTHER
 STUDENTS MUST BE ACCELERATED
 ALSO
 SEPARATION
 MANAGED MOVE

IF THE STUDENT IS
 AN URGENT REVIEW MUST BE
 CALLED BY THE SENCO. IF
 IS LOOKED AFTER THERE IS A
 POSSIBILITY OF PERMANENT
 EXCLUSION THE LEA MUST
 BE INFORMED AND
 FOR A

INFORMATION IS RECORDED
 AND PASSED TO PAL – A
 RECOMMENDATION WILL BE MADE

INFORMATION WILL BE PUT ON
 STAFFROOM NOTICE BOARD
 PERSON RESPONSIBLE -
 OFFICE MANAGER

DECISION FROM HEADTEACHER

FILE TO PAL & FORM TUTORS
 PAL TO FILE INFORMATION AND
 INFORM TUTOR

GOVERNORS PANEL CONVENED
 (PERMANENT EXCLUSION ONLY)
 FILE TO PAL & FORM TUTORS

FEEDBACK – VERBAL OR IN
 WRITING TO MEMBER OF

APPEAL PANEL

STAFF,
 (PERMANENT EXCLUSION)
 PARENT/CARER

INJURED PARTY,

**ALWAYS FOLLOW THE SCHOOL PROCEDURES – REPORT INCIDENTS TO THE
 APPROPRIATE STAFF
 e.g. Mid-day Assistants, Teacher, Form Tutor, PAL, SLT.**