

	<p>The Brakenhale School</p> <p><i>High Expectations and Challenge for All</i></p>	
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Policy Title
Exclusions

Date ratified by the FGB	July 2016	For review by	June 2018
Staff Responsible	Headteacher	Implemented by	Headteacher or Deputy Headteacher acting in the absence of the Headteacher

Links to other policies	School Behaviour and Discipline Policy Equal Opportunities Policy
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Rationale

This is a statutory policy that outlines the responsibilities of governors, staff and parents when it is necessary to exclude a student from school. It has 2 aims:

1. To ensure the safety and well-being of all members of the school community and to maintain an appropriate educational environment in which all students can learn and succeed.
2. To realise the aim of reducing the need to use exclusion as a sanction.

It is based on the clear evidence that exclusion from school can have a profound impact on students continuing in education and opportunities for gainful employment.

Reference:

The Department of Education’s guidance ‘Exclusion from maintained schools, academies and pupil referral units in England, updated February 2015.’

<https://www.gov.uk/government/publications/school-exclusion>

Policy Statement

Any exclusion should be consistent with the school’s Behaviour and Discipline policy. Only the Headteacher or (Deputy Headteacher acting in the absence of the Headteacher) can exclude a student.

Reasons for Exclusion

The decision to exclude a student permanently should only be taken:

- in response to a serious breach or persistent breaches of the school’s Behaviour and Discipline policy; and
- where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

The decision on whether to exclude is for the Headteacher to take. However, where practical, headteachers should give students an opportunity to present their case before taking the decision to exclude. Whilst exclusion may still be an appropriate sanction, the Headteacher should take account of any contributing factors that are identified after an incident of poor behaviour has occurred.

Exclusions, whether fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the school’s Behaviour and Discipline policy:

Physical assault against another student

Includes fighting, violent behaviour, wounding, obstruction and jostling.

Physical assault against an adult

Includes violent behaviour, wounding, obstruction and jostling.

Verbal abuse/threatening behaviour towards another student or an adult

Includes threats of violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, carrying an offensive weapon.

Bullying

Includes verbal bullying, physical bullying, homophobic bullying, racist bullying, cyber bullying, extremism.

Racist Abuse

Includes, in addition to racist bullying; derogatory racist statements, swearing attributed to racist characteristics, racist graffiti.

Sexual Misconduct

Includes sexual abuse, sexual assault, sexual harassment, lewd behaviour, sexual bullying, sexual graffiti.

Misconduct involving drugs/alcohol/tobacco

Includes possession of illegal drugs, inappropriate use of prescribed drugs, dealing in drugs, smoking, alcohol abuse, substance abuse.

Damage

Includes vandalism, arson, graffiti.

Theft

Includes stealing school property, stealing personal property of students or adults, stealing from a shop while on a school trip, selling and dealing in stolen property.

Persistent disruptive behaviour

Includes challenging behaviour, disobedience/defiance, persistent violation of the school rules.

Other

Includes serious acts of misconduct not covered by the above.

The behaviour of students outside school can be considered as grounds for exclusion. This will be a matter of judgement for the Headteacher in accordance with the school's published Behaviour and Discipline policy.

Types of Exclusion

There are two types of exclusion.

1. Fixed Period Exclusion

- Most exclusions are of a fixed term nature and are of short duration (usually between one and five days).
- The DfE regulations allow the Headteacher to exclude a student for one or more fixed periods not exceeding 45 days in any one school year.
- A fixed period exclusion does not have to be for a continuous period. In exceptional cases, usually where further evidence has come to light, a fixed period exclusion may be extended or converted to a permanent exclusion.
- The governors have established arrangements to review fixed term exclusions:
 - if a parent has expressed a wish to make representation or (within 50 days of the exclusion)
- The governors have established a system to review promptly:
 - all fixed term exclusions that would lead to a student being excluded for 15 days or more in a school term.
 - all permanent exclusions from the school
- Following an exclusion the parents are contacted by the school immediately where possible and provided with the following in writing:
 - The reasons for the exclusion
 - The period of a fixed period exclusion or, for a permanent exclusion, the fact that it is permanent
 - Parents' right to make representations about the exclusion to the governing body as directed in the letter
 - How any representation should be made, and
 - Where there is a legal requirement for the governing body to consider the exclusion that parents have a right to attend a meeting, be represented at this meeting (at their own expense) and to bring a friend

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- A re-admission /return to school meeting will be held as the student returns to school. This will involve a member of the Senior Leadership Team (SLT), Head of Year (HoY) and other staff where appropriate.
- It is the school's practice to place the student on the school's reporting system starting with Red Report to the HoY for 2 weeks after the exclusion to monitor behaviour and work. For each excluded student a pastoral support plan is drawn up with the school, student and parent, targets set and any necessary intervention strategies put in place and monitored regularly by the HoY.
- During the course of a fixed term exclusion (FTE) where a student is to be at home, parents are advised that the student is not allowed on or near the school premises and that day-time supervision is the responsibility of the parents.
- Where an excluded student is of compulsory school age the Headteacher must also notify parents without delay, and by the end of the afternoon session:
 - that for the first five school days of an exclusion (or until the start date of any alternative provision where this is earlier) parents are legally required to ensure that their child is not present in a public place during school hours without reasonable justification, and that parents may be given a fixed penalty notice or prosecuted if they fail to do so.
- If alternative provision is being arranged then the following information must be included with this notice where it can reasonably be found out within the timescale:
 - the start date for any provision of full-time education that has been arranged for the student during the exclusion;
 - the start and finish times of any such provision, including the times for morning and afternoon sessions where relevant;
 - the address at which the provision will take place; and
 - any information required by the student to identify the person he/she should report to on the first day.
- The school will take all reasonable steps to set work for any student on a fixed term exclusion.
- The school will make provision where fixed term exclusion could result in a student missing an external exam.
- The school will provide alternative provision from the sixth day of a fixed term exclusion.

2. Permanent Exclusion

This should only be sanctioned for very serious breaches of the school Behaviour and Discipline policy; and persistent breaches of the policy; and if allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school. It may also be used where periods of fixed term exclusion and every possible strategy has not had the intended impact on improving the behavior of a student or where an incident is the 'final straw' in a long chain of serious breaches of discipline. A student does not have the right to return to school if the exclusion is upheld. The Governors' Disciplinary Committee will consider the decision of the Headteacher, listen to evidence and any representations, before deciding whether to uphold the decision. The school is responsible for setting work for the student until the Governors' Disciplinary Committee makes its decision concerning the exclusion. In order to avoid permanent exclusions a Individual Management Plan (IMP) will be put in place for students who are in danger of being permanently excluded. This does not apply however to students who are permanently excluded for a serious one-off offence.

Process for appealing against the Governors' decision to permanently exclude

Parents of excluded students have the right to complain about the process of the exclusion and the decision of the Governors' Disciplinary Committee. As Brakenhale School is an academy (and not a school maintained by Bracknell Forest District Council) they should do so in writing to The Greenshaw Learning Trust. The Clerk to the governing body can provide information on how to do so, if required.