



**The Oaklands Primary School**  
A Ninestiles Academy

**Ninestiles Academy Trust Mission Statement**

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and academy councillors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place.

Outcomes will be outstanding.

Policy title	Exclusion Procedures/Guidance
<p><b>Rationale</b></p>	<p>A decision to exclude a student, either for a fixed period or permanently is seen as a last resort by the school. The school is responsible for communicating to students, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behavior and appropriate conduct.</p> <p>No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.</p> <p>Reasons for exclusion: There is no list of set behaviours for which a pupil can and cannot be excluded, and the decision to exclude lies with the Principal. Principals can only exclude a pupil for a disciplinary reason (e.g. because their behaviour violates the school's behaviour policy).</p> <p>The school has full regard for the DFE's Guidance on Exclusion from Schools Document September 2017.</p>
<p><b>Policy statement</b></p>	<p><b>Fixed Term Exclusion</b> A fixed term exclusion should be for the shortest time necessary; Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.</p> <p><b>Persistent or cumulative problems</b> Exclusion for a period of time from half a day to 5 days for persistent or cumulative</p>

problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These could include:

- Discussion with the student
- Mentoring support
- BMT support
- Report card
- Discussions with parents
- Target setting
- Checking on any possible provocation
- Detention
- Mediation
- Counselling
- Isolation
- Governors' warning
- Referral to Referral Panel for support

Exclusion will not be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules), except where a student displays defiance towards a reasonable request.

#### **A Fixed Term Exclusion**

A fixed term exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases we will investigate the incident thoroughly and consider all evidence to support the allegation including the use of CCTV, taking account of the school's policies. The student will be encouraged to give his/her version of events and the Principal will check whether the incident may have been provoked, for example by bullying or racial harassment.

If necessary the Principal may consult with a member of the Academy Council but not a councillor who may have a role in reviewing the Principal's decision.

- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the student
- contact the parents, explain the decision and inform parents that the child will be sent home or will need to be collected.
- send a letter to the parents confirming the reasons for the exclusion, the length of the exclusion and any terms or conditions agreed for the student'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
- Notice must be given to parents/guardian about their right to make representations to about the exclusion to the governing body
- plan how to address the student's needs on his/her return
- plan a meeting with parents and student on his/her return

#### **Permanent Exclusion**

A permanent exclusion is a very serious decision and the School staff will investigate the circumstances thoroughly before enforcing it.

As with a fixed term 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 student or a member of staff
- Possession or use of an illegal drug on school premises
- Carrying an offensive weapon (anything which could cause harm to others).
- Persistent bullying/racial harassment

#### **The Decision to Permanently Exclude**

If the Principal decides after considering the evidence to permanently exclude a

student he/she will:

- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the student
- contact the parents, explain the decision and inform parents that the child will be sent home or will need to be collected.
- send a letter to the parents confirming the reasons for the exclusion,
- work will be set by the school for 5 school days and arrangements made for the work to be marked
- Notify the Governor's discipline sub-committee about the exclusion
- Set a date for the committee to consider the reinstatement or confirm the permanent exclusion within 15 days of notification of the exclusion
- Notify the Local Authority about the exclusion and forward a copy of the letter sent to parents/guardians
- A full report of the incident(s) and written statements, including witness statements must be circulated at least 5 days in advance of the meeting to parents/guardians, governors and the Local Authority
- The decision of the governing body will be notified to parents within one day of the meeting.

A permanent exclusion should not be enforced if doing so may put the safety of the student at risk.

#### **Procedure for Independent review of a Permanent Exclusion decision**

If the decision to permanently exclude is upheld, a letter will be to the parent stating the reasons for the decision and will include:

- the last day for lodging a request for an Independent review
- explain that the reasons for the request should be set out in writing
- the contact and address information of where to send the request for an Independent review.

The school has full regard for the DFE's Guidance on Exclusion from Schools Document September 2017.

#### **Behaviour outside school**

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

For behaviour outside the school, not on school business, the Principal may exclude a student if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole, or if it is deemed to be damaging to the reputation of the school.

#### **Students with Special Educational Needs and Disabled Students**

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

We have a legal duty under the Disability Discrimination Act 1995 and Equality Act 2010 (updated for schools 2014), as amended not to discriminate against disabled students by excluding them from school for behaviour related to their disability. The Principal should ensure that reasonable steps have been taken by the school to respond to a student's disability so the student is not treated less favourably for reasons related to the disability.

'Reasonable steps' could include:

- developing strategies to prevent the student's behaviour
- requesting external help with the student
- staff training

Where reasonable adjustments to policies and practices have been made to

	<p>accommodate a student's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.</p> <p><b>Marking attendance registers following exclusion</b> When a student is excluded he/she should be marked as absent using Code E.</p> <p><b>Managed move/Sharing Panel</b> In cases where the Principal and parents agree that the progress of the student has been unsatisfactory and the student 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 Principal may require the parents to remove the student as soon as practicable. This is not exclusion and in such cases the Principal will assist the parents in placing the student in another school.</p> <p><b>Removal from the school for other reasons</b> The Principal may send a student home, after consultation with that student's parents and a health professional as appropriate, if the student poses an immediate and serious risk to the health and safety of other students 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.</p>
<b>Monitoring and review</b>	Vice Principal
<b>Links</b>	<p>Department for Education's "Exclusion from Maintained Schools, Academies and Pupil Referral Units in England"</p> <p>Behaviour for Learning policy</p> <p>Attendance procedures</p> <p>Child Protection and Safeguarding policy</p>
<b>Staff responsible</b>	
<b>Committee responsible</b>	The Oaklands Primary School Academy Council
<b>Date approved</b>	September 2017
<b>Review date*</b>	September 2018

*\*Please note that should any further national guidance be issued by external agencies that are relevant to these procedures, it will be updated accordingly prior to the review date shown above and referred to the next academy council meeting*