



Policy Name: Exclusion Policy

General Statement

All school policies are available for parents and prospective parents by contacting St Crispin's School Office on 0116 2707648 or by emailing: enquiries@stcrispins.co.uk

These policies are adapted to cover the whole school from 2-16 and therefore this policy applies to the whole school, including the EYFS. It should be read by parents/staff alongside all the school policies, the School Welcome Pack and the Admission Form and for staff additional information can be found in the St. Crispin's Staff Handbook and their Terms and Conditions of Employment.

St Crispin's School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

The parents of the children attending St Crispin's School should be aware that the school has a duty to safeguard and promote the welfare of children who are their pupils. This responsibility necessitates a Safeguarding Policy and School may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Relevant Policies

- Behaviour Policy

Background:

This policy deals with the policy and practice which informs the School's use of exclusion. It is underpinned by the shared commitment of all members of the school community to achieve two important aims.

The first is to ensure the safety and welfare of all members of the school community and to maintain an appropriate education environment in which all can learn and succeed.

The second is to realise the aim of reducing the need to use exclusion as a sanction.

Introduction.

The decision to exclude a pupil will be taken in the following circumstances.

- In response to a serious breach of the school's Behaviour Policy
- If allowing the pupil to remain in school would seriously harm the education, welfare or mental wellbeing of other persons or the pupil him/herself in the school.

Exclusion is an extreme sanction and is only administered by the Headteacher/School Director. Exclusion, whether for a fixed term or permanent may be used for any of the following, all which constitute examples of unacceptable conduct, and are infringements of the school's Behaviour Policy:

- Verbal abuse to staff
- Verbal abuse to pupils
- Physical abuse to/attack on staff or pupils
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs

- Misuse of other substances
- Theft
- Serious actual or threatened violence against another pupil or member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.

This is not an exhaustive list and there may be other situations where the Headteacher/Company Director makes the judgement that exclusion is an appropriate sanction.

At times the Headteacher will decide not to use the extreme sanction of an exclusion but will decide that a Pastoral Support Plan should be drawn up to try and avoid the sanction of an exclusion in the future. This might be accompanied by an internal exclusion.

Exclusion Procedure.

Most exclusions are of a fixed term nature and are of short duration (usually between 3-5 days).

The DfE regulations allow the Headteacher to exclude a pupil for one or more fixed periods, not exceeding a total of 45 school days in any one school year.

Following a decision to exclude a pupil, the parents are contacted immediately where possible. A letter will be sent by post/hand giving details of the exclusion and the date the exclusion ends.

A return to school meeting will be held following the fixed term exclusion and this will involve a member of the Senior Management Team and other staff where appropriate. A pastoral plan may be drawn up during this meeting if appropriate.

Records relating to exclusions will be stored confidentially.

Permeant Exclusion.

The decision to exclude a pupil permanently is a serious one. There are two main types of situations which permeant exclusions may be considered.

The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on school premises.

The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence. These might include (but is not exhaustive):

- Serious actual or threatened violence against another pupil or member of staff
- Sexual abuse or assault
- Supplying an illegal drug

- Carrying an Offensive Weapon (offensive weapons are defined in the Prevention of Crime Act 1993 as 'any article made or adapted for causing injury to the person; or intended by the person having it with them for such use by them')
- Arson
- Behaviour which poses a significant risk to the child's own safety
- The school will involve the police for any relevant offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and wellbeing of the school.

General Factors the School Considers Before Deciding to Exclude.

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Headteacher will:

- Behaviour which poses a significant risk to the child's own safety
- Explore the wider context, taking into consideration any extenuating circumstances, how much the incident may have been provoked (for example by bullying or by racial or sexual harassment).
- Consider all the evidence available to support the allegations considering the Behaviour Policy, Equal Opportunity and Race Equality Policies.
- If the Headteacher is satisfied that on the balance of probabilities the pupil did what he/she is alleged to have done, then exclusion will be the outcome.

This School Policy was adopted by

St. Crispin's School Limited on:

04.01.13

To be updated:

Annually

Reviewed/Updated:

01/11/13

01/02/15

05/10/16

25/01/16

25/01/17

26/02/18

27/02/19

Signed on behalf of the Provider:



Mr. A. Atkin (Headmaster).

