

Upperby Primary School

Exclusion Policy



School Details

Acting Head teacher:	Mrs P Burns
Chair of Governors:	Mr W Atkinson
Policy Date:	November 2022
Policy Review Cycle:	Biannual
Next Review Date:	November 2024

Aims and objectives

Upperby Primary School seeks to avoid exclusions / suspensions. They take place only for very serious incidents or when other strategies have been tried and have failed over time. Teaching and learning must be able to take place undisturbed in our school.

In most cases exclusion /suspension will be the last resort after a range of measures has been tried to improve the pupil's behaviour and after a range of strategies have been put in place to address the inappropriate behaviour which may lead to exclusion / suspension. The Head Teacher and staff will identify pupils whose behaviour place them at risk of exclusion, and seek additional provision to meet their individual needs, which could include working in partnership with other agencies.

Fixed term and permanent exclusions are used when other strategies and sanctions have not been effective over time or when there has been a single clear and serious breach of discipline. A serious offence could by itself justify a pupil's exclusion. This may include an aspect of the following:

- Violence towards an adult or child
- Swearing at an adult
- Racist verbal abuse
- Sustained bullying
- Frequent high-level disruption to lessons
- Frequent high levels of non-compliance
- Frequent high levels of disrespect to all adults who work in school.

Each individual situation will be investigated according to need. The Head Teacher will gather evidence; seek the opinions and advice of colleagues.

Managing serious or persistent problems

We accept that it is the behaviour that is the problem and not the child.

The behaviour of children giving cause for concern will be assessed.

Triggers or antecedents established and individual programmes will be planned to help modify inappropriate behaviour. Parents will be invited to discuss their child's behaviour and an individual programme drawn up. They will be kept informed of progress.

Individual Behaviour Support Plans

Behaviour Support Plans may be used to help pupils at risk of exclusion in order to support him/her to make correct behaviour choices. They will:

- Identify objectives and address one target at a time;
- Include strategies for managing the environment, the class or group, the activities which give rise to the inappropriate behaviours;

- Emphasise teaching the child alternative positive behaviours;
- Specify the behaviour that is unacceptable and the consequence should it occur e.g. time-out, reporting to Headteacher etc;
- Include some form of self-assessment – e.g. chart to grade own behaviour during a session – to encourage responsibility for own behaviour;

Types of exclusion

1. Fixed term exclusion / suspension

This is used when persistent inappropriate behaviour continues over time or if a one-off serious offence is committed. All fixed term exclusions need to be for an offence listed at the end of the exclusion letter sent to parents. The school will seek support from the relevant LA officer if required.

2. Permanent Exclusion

Permanent Exclusion is very rare as it is a very serious matter and is never undertaken lightly. Only the Head Teacher can permanently exclude a pupil or a named deputy if the Head Teacher is out of school.

The Headteacher may decide to permanently exclude a pupil only when s/he is sure that:

- the pupil has seriously breached the school's discipline policy.
- if the pupil remains in school, it would seriously harm the education or welfare of the pupil or others in the school.

There is a formal process for all permanent exclusions. The school will seek advice from the relevant LA officers. Parents are able to contact the school's governors following an exclusion if they wish to and the procedure for this is explained in the exclusion letter.

Procedure to follow if a fixed term exclusion is used

- The head teacher will decide the number of days for a fixed term exclusion / suspension. The number of days will be determined on a case to case basis and with consideration of the wider implications for the child.
- Parents/guardians will be notified immediately by telephone and asked to remove their child from the school. A meeting will be held before the child is taken home to ensure parents are clear of the reasons for the exclusions.
- They will be given a formal letter outlining the reason for exclusion / suspension, the exclusion / suspension process and details of procedures they may wish to adopt e.g. appeals procedure. Work will be sent home for the child to complete during the exclusion.
- The Chair of Governors or the vice chair of Governors will be notified at the earliest opportunity.
- The school will also work to put in place a "rescue" programme for the pupil on his/her return. This will depend on the reasons for the exclusions /suspension and the needs of the child.
- Where appropriate school will contact the Gillford Centre for additional support.
- Parents of all pupils who are excluded on a fixed-term will be invited to a reintegration meeting, usually on the pupil's first morning back into school, so that an appropriate way forward can be agreed.

Monitoring and review

The head teacher monitors this policy on a regular basis and reports to governors, when requested, on the effectiveness of the policy. The policy will be reviewed every two years.

This policy was agreed by the governing body on 12th July 2018.

It was updated and reviewed on 30th September 2022.

This policy was reviewed, updated and agreed by the governing body 8th November 2022

Date of next review - November 2024