

EXCLUSIONS POLICY

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The policy owner is:	Acle Academy
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Signed by the Chair of the Local Advisory Board:	Matthew Arrowsmith-Brown

PURPOSE

Exclusion

In most cases exclusion (permanent or fixed term) will be only used as a last resort after a range of strategies have been used to improve the pupil's behaviour. The School's Behaviour policy sets out the methods through which good behaviour is rewarded, unacceptable behaviour is dealt with, and reinforces the intention that all pupils are expected to take responsibility for their own behaviour. It is expected that this policy will be applied in a consistent, rigorous and non-discriminatory fashion. It will be monitored regularly to ensure that it satisfies legal requirements under equality legislation.

Where the parents/carers of an excluded pupil do not speak or have a good understanding of English, correspondence and documentation relating to the exclusion should be translated into the mother tongue. In such cases the School and/or the LA should arrange for an interpreter to be present at any meetings with the parents/carers about exclusion. Arrangements for disabled parents/carers should also be made.

AIMS

This Policy sets out the principles and practices surrounding exclusion. The School's primary aim is to provide all its pupils and staff with a safe and secure environment in which learning can thrive and high standards of behaviour and conduct are normal. The following sections give details of procedures used to maintain these high standards.

IMPLICATIONS FOR PUPILS

Reflection Room:

The philosophy behind our Behaviour policy is that it should allow students opportunities to improve their behaviour. We have a responsibility to help all our students complete their education free from interruption and interference. Other strategies may be employed with students who continually refuse to follow the Academy rules. The Progress Leaders will inform staff of the current situation, wherever possible.

How will the Reflection Room operate?

- Students are escorted to Reflection room by a member of Engage staff or SLT following removal from lesson.
- Students can be "booked" in for a "Reflection" by the Engage Team in agreement with teaching staff and SLT.
- Students will be returned to lessons as quickly as possible following their removal to the Reflection Room
- During their "reflection" students will participate in a targeted mentoring session with a view to improving future behaviours
- Progress Leaders/Heads of Faculty will be advised of the outcome of this conversation/mentoring
- Reflection Room is also used as a safe place for students to 'cool off' following an incident
- Students will be placed in Reflection Room whilst more serious incidents are investigated

When a student is removed to the Reflection Room they must complete three stages before returning to lessons. An initial diagnostic tool to identify the reasons for their removal and allow for a 'cooling off' period where appropriate, a mentoring session led by the Reflection Room Supervisor and then a final 1-1 Exit Interview conducted by a member of Engage staff. This final mentoring session identifies futures strategies and courses of action appropriate to try and rectify future behaviours.

The focus of the Reflection Room is for the students to take ownership of their behaviour and the impact that it has on them and others. To understand and accept that their behaviour requires sanction and then return to lesson.

Offences that could result in Fixed Term or Permanent Exclusion

Exclusion will be used only in the case of serious or persistent breaches of the School's Behaviour policy. Exclusions are only issued through the Assistant Principal or the Principal.

An initial decision on a Fixed Term exclusion will be made in the form of a 'recommendation' through the school's pastoral team. The length of exclusion will be based upon the pupil's previous disciplinary record and severity of offence. The pupil's disciplinary record must, therefore, be checked before any recommendation is made. **The exclusion may be varied at the Principal's discretion.**

Fixed Term Exclusions (please see *Annex B: Exclusions flowchart* for more detail)

The following behaviours may lead to a fixed term or permanent exclusion:

- Racist, homophobic or disability bullying
- Fighting
- Swearing directly at staff
- Failure to follow Leadership Team instructions
- Vandalism of School property
- Stealing/ Theft
- Failure to follow Reflection Room procedures
- Serious threat (actual or perceived) of violence to self or others
- Sexual abuse/assault
- Supplying/possession/using illegal drugs on School premises or the supply/use of legal substances for illegal purposes.
- Carrying an offensive weapon or any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to someone else.
- Assault/serious physical contact
- Inappropriate use of social media
- Bringing the Academy into disrepute
- Three or more Reflections in a half-term
- Poor behaviour in the community whilst representing Acle Academy or that has been reported to the Academy by the community outside of school hours

This is not an exhaustive list and the Principal reserves the right to make amendments at any time

Repeated poor behaviour will result in longer exclusions following the pattern recommended in the exclusion flowchart (Annex B), but can be varied at the discretion of the Principal.

While a pupil is excluded from school, he/she must not be on or near the school site for the entire period of the exclusion. If this instruction is not obeyed, a further period of exclusion will be initiated and the police notified.

For all fixed term exclusions, Year Teams/Departments are requested to provide work to be sent home (co-ordinated by Progress Leaders).

It would normally be expected that a fixed term exclusion would range from one day to five depending on the severity of the offence and the pupil's previous disciplinary record.

After the exclusion, where appropriate, pupils will be put on a BSA (Behaviour Support Plan) or a PSP (Pastoral Support Plan) which will be monitored by the pupil's Progress Leader/the Engage Team. A referral will be made to the Engage Team who will put in place behaviour programmes or therapeutic support.

If a pupil reaches an accumulated 5-day exclusion, a hearing may take place with the pupil/parent/carer/a member of the school's SLT and the Principal. At this point, the pupil will be warned that any further indiscretions may result in a managed move or permanent exclusion. The Assistant Principal will then investigate the potential for a managed move to an alternative school.

Permanent Exclusions

The initial decision on a **Permanent Exclusion** can only be made by the Principal.

The School has identified a number of extremely serious offences that could result in permanent exclusion for a first offence. These are:

- Supplying/possessing/using illegal drugs on school premises or the supply/use of legal substances for illegal purposes.
- Serious actual, threatened or repeated physical assault against a student
- Physical assault against a member of staff
- Serious sexual misconduct, sexual abuse or assault, or gross indecency
- Carrying an offensive weapon
- Serious misuse of social media
- Serious incidents of bringing the Academy into disrepute
- Possessing or supplying alcohol for their own or other's consumption
- **Other areas not covered by the above but which, in the opinion of the Principal, constitute serious breaches of discipline or conduct**

Following a permanent exclusion, the pupil remains on roll at the school until any appeal is determined, the time limit for an appeal has expired or a parent/carer has indicated in writing that they will not appeal. Work should be set in the usual way for the first five days. Progress Leaders, with support from Pastoral staff and the Assistant Principal to oversee behaviour, should put together the 'exclusion pack' which charts the pupil's disciplinary record and the measures which have been put in place to support the pupil during their time at the school.

A Governors' Panel must be convened within 15 days of the exclusion being issued, with Local Authority representation, parents/carers and staff present. At this meeting, a final decision on the permanent exclusion will be made by the panel of Governors. If the decision is upheld, parents/carers will receive information on their rights to appeal. If rejected, appropriate arrangements will be made to re-integrate the pupil back into the school.

Factors to consider prior to exclusion

Before deciding whether to exclude a pupil either permanently or for a fixed period, it is the duty of the Senior Leadership Team to:

- Ensure that a thorough investigation has been carried out
- Consider all the evidence available to support the allegations, taking account of the school's Behaviour policy and Equality Policy
- Allow and encourage the pupil to give their version of events in writing
- Keep a written record of the actions taken (and copies of written records made by other members of staff including any interviews with the pupils concerned). Witness statements must be dated and should be signed wherever possible
- The standard of proof to be applied is the balance of probabilities

When exclusion may not be appropriate

- Minor incidents, e.g. failure to do homework or bring dinner money
- Lateness
- Breaches of school uniform or appearance rules except where these are persistent and in open defiance of these rules
- Punishing pupils for the behaviour of their parents/carers
- Where the pupil's statement needs have not been addressed

This list is not exhaustive and other criteria for a fixed term exclusion may be applied at the discretion of the Principal.

IMPLICATIONS FOR PARENTS/CARERS

Parents and Carers are expected to support the School in the carrying out of its Behaviour policy in the best interests of all its pupils.

Procedures following a fixed period exclusion

- The school's obligation to provide education continues and must be met during a fixed period exclusion. Where a pupil is given a fixed period exclusion for a duration of six school days or longer, the school has a duty to arrange suitable full-time educational provision from and including the sixth school day of the exclusion.
- During the exclusion, the parents/carers of the excluded pupil must ensure that he or she is not present in a public place during normal school hours without reasonable justification. A failure to comply with this requirement constitutes an offence. The pupil may also be removed from the public place by the police and taken to designated premises.
- During this period the school should set work for the pupil to complete unless the pupil is attending alternative provision.
- Parents/carers should be fully informed of their duties and any actions arising out of the exclusion including the reintegration interview.

Reintegration Interview

- A member of SLT will arrange a reintegration interview with parents/carers following the expiry of any fixed period exclusion except when the pupil is leaving the school within the exclusion period or the first day of the exclusion is within the last ten school days of the academic year. The pupil will be present for all or part of the meeting. The meeting will be conducted by the SLT member. In some circumstances, it may be appropriate for him/her to be accompanied by another member of staff.
- The purpose of the meeting is to reintegrate the pupil and to promote improvement in his or her behaviour. This might include emphasising the importance of parents/carers working with the school to take joint responsibility for their child's behaviour, discussing how the problems might be addressed, exploring wider issues relating to the pupil's behaviour, reaching agreement on how the pupil's education should continue and what measures might be put in place to prevent further misbehaviour.
- The interview will usually take place on the morning of the child's reintegration. At least one of the child's parents/carers is expected to attend the meeting. Schools must keep records of a parent's/ carer's failure to attend and any explanation given. The meeting must take place on school premises.

OTHER IMPLICATIONS

Behaviour outside the Academy

The Academy's Behaviour policy regulates the conduct of pupils in the academy, on their way to or from the academy or on trips, visits or whenever they are representing the academy:

- Bad behaviour outside the academy on academy business, e.g. sports fixtures, activities or trips or when the name of the academy is brought into disrepute will be dealt with as if it had taken place in the academy
- For behaviour out of the academy but not on academy business, the Principal may take action including exclusion if in his/her judgement, there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole
- This includes behaviour in the immediate vicinity of the academy, local area or on the journey to and from the academy

Informing the Police

The academy will report all criminal offences to the police and other incidents when the Principal deems it appropriate. This might be suitable when:

- A criminal offence has been committed
- Drugs have been brought on to the academy site
- The pupil is a threat to others' safety
- A hate crime has been committed
- CEOP involvement for serious breaches of ICT or exchanging of content of a sexual nature

Informing other Agencies

Where the academy is aware that other agencies are involved with the family, the academy will inform these agencies if it considers this appropriate. These agencies might include Social Services, Traveller Education Service, Early Help, CADS, etc.

Drug-Related Incidents

When considering excluding a pupil for a drug related offence the Principal will have due regard for:

- The Academy's published policy on drugs
- The precise circumstances of the case and evidence available
- The risk posed to the academy community
- When a pupil is found to be in possession of an illegal drug or alcohol or is found to be using, trading or distributing an illegal or harmful substance on the academy premises, or within the academy community, the academy's sanction is permanent exclusion
- When a pupil is found to be in possession of a legal drug or substance (for example: tobacco, solvents) the academy will follow the appropriate sanctions detailed in the Behaviour policy
- The Academy will always inform the police in the case of illegal drug possession, use, trading or distribution

IMPLICATIONS FOR GOVERNORS

Governors have the responsibility to over-see the academy's Exclusion Policy and monitor the academy's use of sanctions. In the case of permanent exclusions the Governors' Appeals Panel will hear any appeals by parents/carers.

MONITORING

This policy has been drafted in light of the DfE document 'Exclusions in Maintained Schools, Academies and Pupil Referral Units in England' (2017) and 'Improving Behaviour and Attendance in Schools' (2013).

This policy has been drafted in the light of DfE 2013 Guidance on exclusions from 'Improving Behaviour and Attendance'. Attention will be given to any further legislative changes. Governors will review this policy annually and monitor its use (see Annex A).

Annex A – A summary of the governing body's duties to review the head teacher's exclusion decision



