



SHAPWICK SCHOOL

'The same road by different steps'

EXCLUSION POLICY

Review: 31 August 2019

EXCLUSION POLICY

CONTENTS

- 1. Introduction**
- 2. Decision to exclude**
- 3. Informing parents/carers**
- 4. Reintegration meeting**
- 5. Right to appeal**
- 6. Equality and diversity**
- 7. Multi-agency partnership**
- 8. Behaviour outside of school**
- 9. Safeguarding and child protection**
- 10. Implementation, monitoring, evaluation and review**

Appendix

1. Informing parents/carers and other relevant parties

EXCLUSION POLICY

Shapwick School is committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our young people at all times.

1. Introduction

All members of Shapwick School's community have a right to learn and work in a safe, secure and positive environment.

Shapwick School recognises its duty under the Education and Inspections Act 2006 to establish and maintain a behaviour policy for the school that promotes self-discipline, respect for others and proper regard for authority; and to make arrangements to ensure that functions are carried out with a view to safeguarding and promoting the welfare of children in accordance with the Education Act 2002. We comply with The Education (Independent School Standards) (England) Regulations 2010, as amended by The Education (Independent School Standards) (England) (Amendments) Regulations 2015 and KCSIE Sept 2018.

This policy and all associated procedures apply to all staff and pupils and should be read in conjunction with other safeguarding and employment policies.

2. Decision to exclude

The decision to exclude a child for a fixed period or permanently is a **last resort** and will be taken by the Principal in discussion with senior colleagues following an investigation into the facts.

Fixed –Term exclusion will be considered when there is a serious breach of the school rules or continued breaches after warnings have been given.

Permanent exclusion will be considered if a crime has been committed by the pupil or where allowing the pupil to remain in school would be prejudicial to the maintenance of good order and discipline or seriously harm the welfare of the pupil or others in the school.

A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year).

Where practical, the Principal will give the child an opportunity to present their case before taking the decision to exclude.

The decision to permanently exclude a pupil must be approved by the Advisory Body prior to taking action to permanently exclude.

3. Informing parents/carers

When excluding a child, for a fixed period or permanently, the Principal must notify the parents/carers without delay. A meeting can be arranged between parents and the school if necessary to clarify the decision. For further information see Appendix 1.

4. Reintegration meeting (fixed-term)

Before the student returns to school, the Principal will arrange a reintegration meeting at a time, date and location that is convenient to parents/carers, local authority representatives and other interested parties. This must not cause unnecessary delay in reintegrating the child into

school.

The purpose of the meeting is to:

- talk about why the child was excluded
- discuss ways in which the child can be supported to change their behaviour
- seek the views of the parents/carers, child and local authority representatives and
- agree a strategy for reintegrating the child into school and for managing their future behaviour.

5. Right to appeal

Young people, parents/carers and placing authorities are all able to complain to Shapwick School if they are unhappy with any aspect of the education or care provided (including exclusion). All complaints are taken seriously and will be dealt with without delay. For further information see our 'Compliments and Complaints Policy'.

6. Equality and diversity

The decision to exclude a pupil must be lawful, reasonable and fair. Our exclusion criteria are applied consistently to every child, irrespective of any protected characteristic including disability, pregnancy, race, religion or belief.

7. Multi-agency partnership

We are committed to working with children, parents/carers, local authority representatives and other interested parties in a positive and constructive relationship to support pupils who may be at risk of exclusion.

Where we have concerns about a child's behaviour, we will seek to identify any contributory factors and intervene as early as possible, in order to reduce the need for exclusion.

The Principal will, as far as possible, avoid permanently excluding any pupil with a statement of Special Educational Need (SEN) or a looked after child, by undertaking managed moves to alternative settings, where appropriate.

8. Behaviour outside of school

A decision whether or not to exclude a child for behaviour outside of school will be made by the Principal.

9. Safeguarding and child protection

All safeguarding and child protection concerns will be addressed in accordance with our 'Safeguarding and Child Protection Policy'.

10. Implementation, monitoring, evaluation and review

The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Exclusion Policy' is the Principal.

The designated member of staff is also responsible for ensuring that all young people, staff, parents/carers and placing local authorities are aware of our policy. Additional support would also be provided to any parent or significant person, wishing to know more about the policy and procedures outlined above; and an electronic copy is posted on our website: www.shapwickschool.com

This policy document will be reviewed at least annually and, if necessary, more frequently in response to any significant new developments in national, local and organisational policy, guidance and practice.

The Advisory Board will also undertake an annual review of the school's policies and procedures relating to safeguarding, and ensure that all duties have been discharged in accordance with current legislation, regulations and statutory guidance.

Informing parents/carers and other relevant parties

When excluding a pupil, for a fixed period or permanently, the Principal must notify the parents/carers without delay.

This will normally only be done by telephone, and the telephone call will be followed by a letter posted First Class within one school day.

The letter will include information about:

- the reasons for the exclusion and the steps taken to try and avoid it
- the period of a fixed period exclusion or, for a permanent exclusion, the fact that it is permanent
- the arrangements for holding an reintegration meeting to review the situation
- the arrangements for the continuing education of the pupil, including setting and marking of work.

Relevant issues will always be brought to the notice of:

- The placing authority including children's services, where appropriate.
- The Advisory Board.