

SANDY UPPER SCHOOL

Exclusion Policy

Rationale

We are an inclusive school. Consequently, we see exclusion as a very last resort normally after all avenues of support and sanction have been pursued, particularly, though not exclusively for students on the SEN register. Where fixed term exclusions are given, we offer intensive support to the individual to try to ensure that there are no further exclusions.

The school reserves the right to exclude for behaviours both within the school and beyond.

Where in the case of the latter:

- a) There is an assault, abuse or threatening behaviour towards a member of the school community resulting from an issue in school.
- b) The school's reputation within the community is compromised.

Statutory guidance, both national and local, is used to inform the policy and we take advice from the Local Authority Inclusion Officer where appropriate.

Levels of exclusion and likely reasons

Each student is an individual and there may be personal circumstances that contribute to their poor behaviour. However, assuming that support has been offered to help with this, the following sanctions may be used:-

1. Fixed term averted exclusion

This is exclusion from lessons for a fixed number of days and is not considered a formal exclusion. The exclusion is spent in the Retreat, where students are closely supervised, and are provided with work for the subjects they are missing which they complete in silence, and they take supervised separate breaks to other students. The following is a list of reasons why this may be invoked. This is not an exhaustive list.

- Swearing at staff or others
- Extreme or continuous defiance
- Threatening behaviour to others
- Selling cigarettes
- Continual disruption of the learning of others

2. Fixed term exclusion up to 5 days.

This is as above but the student is excluded from the school completely and is supervised by the parents/carers. This is a formal exclusion and is reported to the Local Authority. Work is provided. Possible reasons are:

- Failing to comply with expectations of fixed term exclusion in the Retreat
- Continuation of act that led to time in the Retreat
- Physical assault on others
- Bullying
- Fighting
- Possession of drugs

On very rare occasions where fixed term exclusions of more than 5 days are considered necessary, the additional days beyond the 5 may be spent in the Retreat or at the Retreat equivalent at Stratton Upper School on a reciprocal arrangement.

3. **Permanent exclusion.**

This is complete removal from the school and alternative arrangements for the child's education are made by the Local Authority. This will only be applied in very extreme circumstances and only when all other alternatives have been considered and possible support exhausted. Possible reasons might be:-

- Severe violence
- Selling illegal substances
- Repeated disruption to the smooth running of the school
- Repeated acts of defiance
- Repeated acts of bullying and intimidation
- High number of fixed term exclusions

Process

If a particular incident provokes the possibility of exclusion, the student is isolated and a signed and dated statement from the student is taken about the incident in question (Proforma Appendix 1). Whilst the student is isolated an investigation is carried out. This usually involves taking statements from staff and/or students who have witnessed the incident. Impartial witnesses are sought wherever possible. CCTV evidence is used if appropriate.

The evidence is then collated and the Year Leader makes a recommendation to the Deputy Head providing an outline of the key facts. S/he reads the evidence and either supports the exclusion, seeks further information or considers an alternative sanction. If the Deputy Head considers that a permanent exclusion is appropriate s/he will make that recommendation to the Headteacher.

Where the exclusion is supported by the Headteacher the relevant documentation (Appendix 2a and 2b) is completed to process the exclusion. The steps in the process are outlined in the tables that follow.

After a fixed term exclusion

A meeting is held by a senior member of staff with the parents/carers and the child. The purpose of the meeting is to talk through the incident that led to the exclusion and make sure that the student and parents/carers are clear about why it was considered to be an excludable offence. Any support that the student may need to reintegrate back into school successfully is also discussed and put in place. If a Pastoral Support Programme is not in place then this will be organised at, or as soon as possible, after the readmission meeting.

Where the child is considered to be at risk of permanent exclusion, the Local Authority Inclusion Officer may also be invited to the meeting. The Education Welfare Officer may be invited as and when appropriate. A governor is present to give a final warning to a student who is at risk of permanent exclusion.

After a permanent exclusion

If the exclusion is upheld by the governing body, then the Local Authority make alternative arrangements for the education of the student. A representative of the school, usually the Deputy Head, attends a meeting at the Pupil Referral Unit. This is held within a few days of the governors' hearing. It is an opportunity to transfer relevant information about the child in determining the most appropriate type of provision for the next step of their education.

Processing an Averted Exclusion

BOOKING STUDENTS INTO THE RETREAT FOR AVERTED EXCLUSION ONCE AN INCIDENT HAS OCCURED

PROCESS	ADMIN	WHO
DECISION OF TIME IN RETREAT ↓	Pink referral form to be filled in	Year Leader
AUTHORISATION OF TIME IN RETREAT ↓	Referral form to be signed by Deputy Head	Year Leader to get signature
BOOKING STUDENTS INTO RETREAT ↓	Year Leader to take Referral form (with any other relevant info) to Retreat staff Book date(s) for student to be in Retreat Retreat letter request to be filled in	Retreat Staff
INFORMING PARENTS/ CARERS (A) ↓	Phone call home to be made	Year Leader
INFORMING PARENTS/ CARERS (B) ↓	Letter to go home	Headteacher's PA
WORK REQUESTED FOR STUDENTS	Email sent to relevant staff members	Retreat Staff

Processing an External Fixed Term Exclusion





PROCEDURE FOR FIXED TERM EXCLUSION

PROCESS	ADMIN	WHO
INCIDENT INVESTIGATED ↓	Statement taken from student involved in incident and any witnesses	Year Leader
DECISION BY HEADTEACHER/DEPUTY TO EXCLUDE ↓	Pink referral form to be filled in	Deputy Head
INFORMING PARENTS/CARERS ↓	Phone call home to be made	Year Leader
DETAILS OF EXCLUSION LOGGED ↓	Details to be entered on SIMS	Headteacher's PA
INFORMING PARENTS/CARERS ↓	Letter sent home	Headteacher's PA
FORM TUTOR/STAFF INVOLVED/INCLUSION OFFICER/FIXED TERM EXCLUSIONS/POLICE NOTIFIED ↓	Email sent	Headteacher's PA
WORK REQUESTED FOR STUDENT ↓	Email sent to relevant staff members	Year Leader
READMISSION INTERVIEW WITH PARENTS/CARERS	Details of meeting in letter sent home	Headteacher & SLT member

Processing a Permanent Exclusion

PROCEDURE FOR PERMANENT EXCLUSION

PROCESS	ADMIN	WHO
INCIDENT INVESTIGATED ↓	Statements taken from student involved in incident and any witnesses	Year Leader
DECISION BY HEADTEACHER/DEPUTY TO EXCLUDE ↓	Pink referral form to be filled in	Deputy Head
INFORMING PARENTS/CARERS ↓	Phone call home to be made	Headteacher or Deputy Headteacher
DETAILS OF FIXED TERM EXCLUSION LOGGED ↓	Details to be entered on SIMS	Headteacher's PA
INFORMING PARENTS/CARERS ↓	Letter sent home informing fixed term exclusion given pending further investigations	Headteacher's PA
FORM TUTOR/STAFF INVOLVED/INCLUSION OFFICER/FIXED TERM EXCLUSIONS/POLICE NOTIFIED ↓	Central Beds reporting form to be completed (Appendix 3)	Year Leader
WORK REQUESTED FOR STUDENT ↓	Email sent out	Headteacher's PA
FURTHER INVESTIGATIONS CARRIED OUT ↓	Email sent to relevant staff members	Year Leader
	Witnesses interviewed	Headteacher/Deputy

<p>DECISION MADE BY HEADTEACHER</p> 	Parents contacted by phone and letter sent home	Headteacher/ Headteacher's PA
<p>DETAILS OF PERMANENT EXCLUSION LOGGED</p> 	Details to be entered on SIMS	Headteacher's PA
<p>GOVERNORS' EXCLUSION PANEL MEETING ARRANGED</p> 	<p>Date arranged. Letter and following information collated and sent out to panel parents, Headteacher and Deputy</p> <ul style="list-style-type: none"> • Copy previous exclusion letters for student • Copy statements – names to be blanked out (leave names on for Governors) • IEP'S / PSP paperwork • Target cards • Key events • Record of any meetings • Record of attendance • Behaviour log • Incident slips • Letters sent home/replies • Support Strategy • Professional meetings • Fixed term summary • Timetable (if amended to meet student's needs) 	Headteacher's PA
<p>EXCLUSION HEARING HELD</p> 	<p>In attendance: 3 Governors, Headteacher, Deputy, School Inclusion Officer, Parent. Headteacher, Deputy and parents present their case to the panel. Final decision made by Governors whether to uphold exclusion or not.</p>	
<p>PARENTS INFORMED OF DECISION</p>	Letter sent to parents	Headteacher's PA

First Implemented				
Review Evaluation	Re-written Revised	Staff Responsible	Governor Committee	Review Cycle
May 2004		AT	DMC	Annual
Jan 2011	Jan 2010 Mar 2011	AT AT AT	Standards Standards	Annual Annual

APPENDIX 1 ai

Confidential Witness Statement (Student)

Student Name..... Form.....

Staff taking statement

Incident Date/Type/Location.....

(Statement should be full first hand account to include full names of any others present)

Signed (Student).....

(Staff witnessing statement).....

APPENDIX 1 aii

Confidential Witness Statement (Staff)

Staff Name.....

Incident Date/Type/Location.....

(Statement should be full first hand account to include full names of any others present)

Signed

(Staff).....

APPENDIX 2a**EXCLUSION LETTER REQUIRED**

Date of Request _____ Request instigated by _____

Name of Student:	
SEN Stage:	
<input type="checkbox"/> Looked after by LA <input type="checkbox"/> No Special provision <input type="checkbox"/> School Action <input type="checkbox"/> SEN Department Consulted	<input type="checkbox"/> School Action Plus <input type="checkbox"/> School Action Plus & Statutory Assessment <input type="checkbox"/> Statement
Date of Incident:	
Location & time of incident:	
Nature of incident:	
Member of staff involved:	
Exclusion effective from:	
Number of days:	
Readmission interview date & time:	
Readmission interview staff:	
Number of days this term:	
Number of days this year:	
Number of previous exclusions:	
Type of letter required:	
Inclusion officer involved?	
<ul style="list-style-type: none"> • Student Support informed: • Phone call home: • Work set: • Generate letter home & worksheet: • Enter on SIMS & Exclusion log: • Email tutor/staff involved: • Email: Inclusion Officer: • Email: Fixed Term Exclusions: • Email: Police: • Note on whiteboard: • If Permanent Exclusion copy CAF & behaviour/drugs policy: • Copy of paperwork to Head/EWO & Year Leader: • Enter re-admission date in diary and email those involved: 	<input type="checkbox"/> (Main office) <input type="checkbox"/> (Student Support) <input type="checkbox"/> (Student Support) <input type="checkbox"/> (Main Office) <input type="checkbox"/> (Main Office) <input type="checkbox"/> (Main Office) <input type="checkbox"/> (Main Office) <input type="checkbox"/> (Main Office) <input type="checkbox"/> (Main Office) <input type="checkbox"/> (Main Office) <input type="checkbox"/> (Main Office) <input type="checkbox"/> (Main Office) <input type="checkbox"/> (Main Office) <input type="checkbox"/> (Main Office)

Comments:

Signed: Headteacher

APPENDIX 2b

RETREAT
[AVERTED EXCLUSION REQUEST]

Date of Request _____ **Request instigated by:** _____

Name of student:	
Date of incident:	
Location & time of incident:	
Nature of incident:	
Member of staff involved:	
Retreat effective from:	
Number of days:	
Parent meeting date/time/staff involved:	
Number of days this term:	Averted Exclusion:
Number of days this year:	Averted Exclusion:
Number of previous Retreats:	Averted Exclusion:
Inclusion Officer involved?	
<ul style="list-style-type: none"> • Passed by deputy: • Parental meeting: • Parental telephone contact needed only: • Meeting with staff: • Retreat available: • Student Support informed: • Work set: • Enter on SIMS log & Retreat log: • Generate letter home: • Form Tutor informed: • SENCO/LS Manager informed: • Work Timetabled: 	<ul style="list-style-type: none"> <input type="checkbox"/> (Deputy Headteacher) <input type="checkbox"/> (Deputy Headteacher) <input type="checkbox"/> (Student Support) <input type="checkbox"/> (Student Support) <input type="checkbox"/> (Retreat) <input type="checkbox"/> (Retreat) <input type="checkbox"/> (Retreat) <input type="checkbox"/> (Retreat) <input type="checkbox"/> (Retreat) <input type="checkbox"/> (Retreat) <input type="checkbox"/> (Retreat) <input type="checkbox"/> (Retreat) <input type="checkbox"/> (Retreat)

Permanent Exclusion Reporting Form

School Name	
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CORRESPONDENCE DETAILS

Name of Parent/Carer			
Siblings		Language	
Address		Post Code	
Telephone	Mobile	Resident LA	

PUPIL DETAILS

First Name/s				Last Name			
Date of Birth		Gender		NCY			
Ethnicity		Language		FSM eligibility		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Attendance		Last year		Last term		Authorised	
		%		%		Unauthorised	
Is there a Child Protection File?		SEN Stage		Current Provision			
		Yes <input type="checkbox"/> No <input type="checkbox"/>					
Social Worker		Tel. [Office]		Mobile		Email	
LAC							
PEP		Please attach					
Is there a PSP/IEP in place?		Yes <input type="checkbox"/>		No <input type="checkbox"/>		Last review date	
Has the parent/carer been involved in setting up the PSP and signed the document?						Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please attach the current PSP with this form + reviews							

ESSENTIAL EXCLUSION DETAILS

Date of exclusion:	
Primary reason for exclusion	
Additional/reason/s	

Summarize the incident that led to the exclusion. This may help in any future placements.					
Number of fixed term exclusion incidents	This term	This year	Number of days excluded	This term	This year

RISK FACTORS

Do you have any concerns regarding any of the following?

Risk	High	Medium	Low	Comment
Violence to adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aggression to peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Possession/use of offensive weapon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Association with gangs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bullying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Substance abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Danger of self harm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Impulsive behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexualised behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Anti-social behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Arson/vandalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Theft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parental issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ATTAINMENT LEVELS IN CORE SUBJECTS

Subject	English		Maths		Science		ICT	
Key Stage	KS2	KS3	KS2	KS3	KS2	KS3	KS2	KS3
Level Now								
Working towards level								

Teacher assessments

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AGENCIES INVOLVED

AGENCY	CONTACT PERSON	DATE OF INITIAL CONTACT	COMMENTS
Inclusion Support Officer			
Education Welfare Team			
Educational Psychology Service			
SEN Casework Service			
Social Care			
Health Care Services			
Family Support Service			
CAMHS			
Youth Offending Team			
Behaviour Support Team			
Housing			
Third Sector			
Other [please specify]			

Give brief details of any relevant previous difficulties including exclusion. Include dates and any action taken. **[Details of any statement, letters to parent/carer, minutes of meetings, comments from any outside agency involved should be included in the documentation.]**

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IN SCHOOL SUPPORT USED

Include a copy of IEP/IBP or PSP put in place to try to manage the pupil's behaviour in the pack.

Strategy	Details
Report System	
Learning Mentor	
Learning Support Unit	
Counselling	

Recent in school and out of school interventions and outcomes
Other specific approaches [e.g. anger management, circle time]

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Details about what has worked well in school and what has not

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List factors that will affect learning at the alternative provision

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PARENTAL/CARER INVOLVEMENT

If the parent/carer has been given a Parenting Contract/Order, please give details

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Give details of any parent/carer involvement over the past 12 months

Date	Details

Pupil's aspirations and interests

Career Aims
Membership of clubs
Out of school activities
Favourite lessons
Future pathways

Information about relationships and self-confidence

Family relationships
Peer relationships
General well-being

The following documents must be received with this form:

CAF – has one been completed? If YES please attach
PSP
IEP

NOTIFICATION

Local Authority notified immediately by email?		
Chair of Governors notified?		
Letter of notification sent to parent/carer sent within 24 hours of the exclusion?		
Arrangements made with parent/carer for work to be received, returned and marked?		
Has the parent/carer been informed of their responsibilities during the exclusion?		
If the permanent exclusion is due to physical assault [PA}, or, verbal abuse or threatening behaviour [VA] against a member of staff, have you completed an Incident Assault Form and sent it to the LA's Health and Safety Officer?		
If the permanent exclusion is due to a racially motivated incident, have you completed and returned a Racist Incident Monitoring form to the LA?		

Name of Headteacher			
Signature of Headteacher		Date:	

In order that the pupil's needs can be readily assessed and full time provision be allocated from the 6th day of the permanent exclusion, this document must be emailed to: Amber Reynolds, Inclusion Support Officer email: amber.reynolds@centralbedfordshire.gov.uk by day two of the exclusion. Please indicate the type of exclusion in the email subject box.

The requirement to convene a Governors' meeting between the 6th and 15th school day of the permanent exclusion remains unchanged.

Headteacher's check list

You may find this checklist helpful when completing the form and compiling relevant attachments.

SECTION	SECTION COMPLETED				ATTACHMENTS
Pupil Details	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Admissions and Attendance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Exclusion Details	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	CAF Incident Report/CBL information including strategies IEP/IBP/PSP Statement from victim, perpetrator, and any witness
Agencies involved	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Any relevant reports Minutes of meetings [for example, SAP meetings, meetings of concern]
Attainment in Core subjects	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Specific Details of pupil's behaviour	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Any Statement of Special Educational Needs Educational Psychology assessments reports
Parent/Carer Involvement	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Letters to parent/carers Parenting contract Parenting Order
Notification	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Governing Body Information	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	