



*Providing the keys to success for every child*

## **Whole School Policy on:**

# **Exclusions**

**(an appendix of Palm Bay Primary School's Behaviour Policy)**

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**Kent County Council**

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## 1 Rationale

This policy is an appendix of Palm Bay Primary School's *Behaviour Policy*; it 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 a very important aim:

- To ensure the safety and well-being of all members of the school community, and to maintain an appropriate educational environment in which all can learn and succeed.

## 2 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 or welfare of the pupil or others in the school.

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Headteacher, the member of the Senior Leadership Team who is acting in that role).

Exclusion, whether fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the *Behaviour Policy*:

- Unacceptable behaviour which had previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.
- Verbal or physical abuse of other pupils or school staff.
- Aggression towards other pupils leading to the possibility of physical or emotional harm.
- Indecent behaviour.

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

## 3 Exclusion Procedure

- Most exclusions are of a fixed term nature and are of short duration.
- The DCSF regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.



- The Governors have established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination (the school has adopted the Kent Guidelines).
- The Governors have established arrangements to review fixed term exclusions which would lead to a student being excluded for over 5 days, but not over 15 days, in a school term where a parent/carers has expressed a wish to make representations.
- Following exclusion, parents/carers are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents/carers have a right to make representations to the Governing Body and the LA as directed in the letter.
- A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Leadership Team and other staff where appropriate.
- During the course of a fixed term exclusion where the pupil is to be at home, parents/carers are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/carers/guardians.
- Work will be provided by the class teacher.

## 4 Permanent Exclusion

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

1. The 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).
2. When a serious criminal act has been committed, the school will involve the police in any such offence.

### 4.1 General Factors the School Considers Before Making a Decision 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 Head teacher will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the school policies.
- Allow the pupil to give his/her version of events.
- Check whether the incident may have been provoked.



If the Headteacher is satisfied, that on the balance of probabilities, the pupil did what he or she is alleged to have done, exclusion will be the outcome.

Signed .....

Date .....  
(Chair of Governors)

Signed .....

Date .....  
(Chair of Pupil and Personnel Committee)

Signed .....

Date .....  
(Headteacher)

## **5 Policy Review**

This policy will be reviewed annually during Term 6.

The next review of this policy is due: Summer Term 6, 2015.