

TOLL BAR PRIMARY SCHOOL

Exclusion Policy

Rational

- 1.1 We hope that through our policy of positive discipline, an agreed Code of Conduct, and close consultation with parents over any learning and behaviour problems that no child at Toll Bar Primary School would reach the level of needing to be excluded.
- 1.2 We see exclusion as a final sanction which will only be used, after careful consideration, when all other possible sanctions have been tried and have been unsuccessful.
- 1.3 The handling of exclusions of pupils from school is governed by Education Acts and guidelines.

Grounds for Exclusion

- 2.1 The principles which underline a decision to exclude a pupil from Toll Bar Primary School are as follows: -
 - A need to avoid risk and danger to pupils and/or staff. The bringing into school of anything deemed to be an offensive weapon will result in the police being informed and three days exclusion.
 - Incidents which breach the law.
 - Persistent and severe bullying.
 - A single serious, major incident. In the case of a serious assault on another person occasioning injury, the Headteacher will first establish whether there are elements of self-defence or retaliation against an assault before determining the appropriate disciplinary action.
 - Constant disruption.
 - Verbal and physical abuse.
- 2.2 The Behaviour and Discipline Policy and Anti-bullying Policy identify support mechanisms available to staff in their work with pupils whose behaviour is a cause for concern. If these fail to give successful results the decision to exclude rests entirely with the Headteacher. It can only be delegated to, or assumed by the Deputy Headteacher in the Headteacher's absence.
- 2.3 The governors role is to uphold or dismiss a Headteacher's recommendation.

- 2.4 Whilst a single, major incident may justify exclusion, continued failure to respond to other sanctions may also arise. In such cases incidents causing concern and actions taken must be fully and accurately recorded by the Headteacher and staff concerned.
- 2.5 Every effort will be made to discuss behaviour problems with parents and to seek co-operation in resolving problems before exclusion is considered for any child.

The Role of Governors

- 3.1 The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour which reflect the school's ethos of positive behaviour and of reviewing their effectiveness.
- 3.2 The governing body will follow the LEA's guidelines on exclusion.
- 3.3 The governors support the Headteacher in carrying out these guidelines.
- 3.4 The Headteacher has the day-to-day authority to implement the school behaviour and discipline policies but governors may give advice.

The Role of Parents

- 4.1 We hope to encourage parents to play a positive part in the resolution of any learning and behaviour difficulties. Every effort will be made to enable discussion to take place with the parent especially when exclusion is being contemplated.
- 4.2 Where, despite approaches and the involvement of outside agencies, the school is unable to persuade a parent to visit and discuss problems; the matter will be passed to the governing body.

Fixed-term and permanent exclusions

- 5.1 Only the headteacher (or the acting Headteacher) has the power to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed periods for up to 45 days in any one school year. The Headteacher may also exclude a pupil permanently. It is possible for the Headteacher to convert fixed term exclusion into a permanent exclusion, if the circumstances warrant this.
- 5.2 If the Headteacher excludes a pupil she must inform the parents immediately, giving reasons for the exclusion. At the same time the Headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school must inform the parents how to make an appeal.

- 5.3 The Headteacher must inform the LEA on all exclusions using the appropriate form and posted in the next available “blue bag”.
- 5.4 The Headteacher must inform the LEA and the governing body of any permanent exclusions and about any fixed term exclusions beyond five days in any one term.
- 5.5 The governing body itself cannot either exclude a pupil or extend the exclusion period made by the Headteacher.
- 5.6 The governing body has a discipline committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors.
- 5.7 When an appeals panel meets to consider an exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LEA and consider whether the pupil should be reinstated.
- 5.8 If a governors appeal panel decides that a pupil should be reinstated the Headteacher must comply with this ruling.

Monitoring

- 6.1 The Headteacher monitors the effectiveness of this policy on a regular basis. She will also report to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for changes and improvements.
- 6.2 The school will keep a variety of records of misbehaviour. The class teacher will record incidents on behaviour sheets. The Headteacher will record serious incidents when reviewing report sheets each week.
- 6.3 The Headteacher will keep a record of any pupil who is excluded for a fixed term or who is permanently excluded.
- 6.4 It is the responsibility of the governing body to monitor the rate of exclusions and to ensure that the school policy is administered fairly and consistently.

Review

- 7.1 The governing body will review this policy every two years. The governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

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