



The Priory School

Exclusions Policy

Monitoring	Frame of engagement	Date
Member of Staff Responsible	CKN	
Governor Accountability	N/A	
Consultation Parameters	Link Governor for Behaviour	
Information	Staff	
Date of latest version		January 2017
Date for next review (and cycle)		January 2019 2 years
Uploaded to Website		

The Priory School is an inclusive school, which seeks to encourage good attitudes to behaviour for learning and to modify poor and inappropriate behaviour by using positive methods of redress. In most cases, an external exclusion will be the last resort after a range of measures have been tried to improve the student's behaviour. We will explore the modification of behaviour from a range of other options including:

- engaging at an early stage with parents/carers
- internal exclusion
- placing a student on report for a fixed period of time, with regular reviews
- Planning Meetings to determine actions to modify behaviour as appropriate
- the engagement of outside agencies as appropriate
- interventions/assessment of the SENDCo in appropriate cases
- restorative justice, which enables the offender to redress the harm done to a victim in appropriate cases
- counselling
- providing support through the Early Help forum
- mediation through a trained mediator

We follow statutory guidelines on exclusions, and the final decision to externally exclude can be made only by The Principal, although this may be delegated to a member of the school's Senior Leadership Team in his absence. Other exclusion-related activities do not have to be undertaken by The Principal personally, but may be delegated. When deciding to exclude a student, the Principal will ensure there has been a thorough investigation and that a written record is kept of his actions and those of other staff.

There are two main types of exclusion: Fixed Term and Permanent.

The length of **Fixed Term Exclusion** will be decided by the Principal with reference to:

- the age of the student
- the disciplinary record
- the nature of the offence
- the home background
- exam obligations

The following incidents or offences will normally lead to a fixed term exclusion:

- persistent disruption / defiance
- continual refusal to comply with the school rules and sanctions
- deliberate damage or vandalism
- theft
- swearing directly at a member of staff
- physical violence towards a student
- persistent bullying or a single case of extreme bullying

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- bringing the school into disrepute
- bringing an offensive weapon onto the school premises
- possession of illegal substances on the school site

The following factors will be considered before the decision to exclude:

- ensuring that the student is invited to state their case at all stages of the process and give their version of events
- ensuring that a thorough investigation has been carried out
- consideration of all the evidence available to support the allegations, taking account of the schools' behaviour and equal opportunities policies
- consideration of whether the incident is provoked, e.g. by bullying or by racial or sexual harassment (this will not necessarily mean an exclusion will not be given)
- gathering written statements from all involved

Procedures for Investigating incidents

Incidents will normally be investigated by the Head of House, Members of the Student Support team, Mentors, the Assistant Principal in charge of Student Welfare or other members of the Senior Leadership Team.

When investigating any incident, the member of staff responsible will ensure that the following protocols are adhered to:

- Statements will be taken from the students and adults involved in the incident. In addition, statements will be taken from as many students or adults as the member of staff investigating the incident feels is necessary to be satisfied that they have an accurate picture of what transpired.
- If necessary, photos or CCTV footage of the incident will be viewed as part of the investigation.
- All statements will be signed and dated by the student to confirm that they have written them themselves and are satisfied with what they have written.
- If a student is unable to write their own statement they will dictate it to an appropriate adult.
- Where a statement is dictated to an appropriate adult this will be indicated on the statement but the student will still sign it themselves to indicate that they agree with what has been written.
- Once the investigation has been completed and if exclusion is felt to be appropriate, the Assistant Principal in charge of Student Welfare or another member of Senior Leadership Team will make a recommendation to The Principal.

The standard of proof to be applied is the balance of probabilities, i.e. if it is judged that it is more probable than not that the student did what he or she is alleged to have done, The Principal may exclude the student.

Where a student is excluded, the school will:

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- inform parents/carers immediately
- confirm the decision, details and expectations in writing within 24 hours
- notify parents/carers of their responsibility to ensure that their child is not present in a public place in school hours during the first five days of any fixed period exclusion (parents/carers may be given a fixed penalty notice or prosecuted if they fail to do so)
- undertake to set and mark work for that student for the first five days of the exclusion
- provide full time education (off site or in a shared provision) from the sixth day of any period of fixed period exclusions of six days or longer
- advise any sanctions that may be imposed for non-attendance of the provision for the sixth day onwards
- consider how the time out of school might be used to address the student's problems
- consider what support will best help with the student's reintegration into the school at the end of the exclusion

Penalty Notice for excluded students

During the initial period of up to five school days of any exclusion, whether fixed period or permanent, the parents of the excluded student must ensure that the student is not present in a public place during normal school hours without reasonable justification. This requirement applies whether or not the student is in the company of the parent. A failure to comply with this requirement is an offence. Parents can be given a fixed penalty notice or face prosecution if they fail to comply.

Re-integration

After a fixed term exclusion students must attend a re-admission meeting with their parents and a member of the Senior Leadership Team and their Head of House. The terms of re-admission are discussed and agreed at such meetings and provision for continued support for the student arranged at this time.

The purpose of the re-admission interview is to assist the reintegration of the student and promote the improvement of his or her behaviour. It provides an opportunity to:

- a) emphasise the importance of parents/carers working with the school to take joint responsibility for their child's behaviour
- b) discuss how behaviour problems can be addressed
- c) explore wider issues and any circumstances that may be affecting the child's behaviour
- d) reach agreement on how the child's education should continue, how best they can be reintegrated and what measures could be put in place to prevent further misbehaviour; and
- e) create a useful forum to consider with parents/carers the possibility of a parenting contract

The parents/carers of a student who is excluded for a single or cumulative period of 6-15 days in any one term can request a meeting with Governors to review the exclusion. The Governors will meet within 15 school days of the exclusion and will decide whether or not to uphold the exclusion. If a student is excluded for more than

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15 days in a term the Governors will always meet within 15 school days to review the exclusion.

Repeated offences could ultimately lead to **Permanent Exclusion**. Permanent exclusion will usually be considered as a 'last resort' action, applied only when all other methods and strategies have failed. However, permanent exclusion could follow after certain single incidents, which are deemed to be extremely serious.

These might include:

- a) serious actual or threatened violence against a member of staff
- b) theft from school, a student or a member of staff
- c) serious violence against another student
- d) sexual abuse or assault
- e) supplying or intent to supply an illegal drug
- f) carrying an offensive weapon with intent to cause harm

Schools now have a power to screen and search students for weapons. We will consider whether or not to inform the police where a criminal offence may have taken place. Contacting the Young Offending Team and/or social workers will also be considered.

We will not exclude for:

- truanting or non-attendance
- uniform or appearance
- poor academic progress
- behaviour of parents
- refusal to sign a home-school agreement

If a student is permanently excluded the school will:

- notify parents of their responsibility to ensure that their child is not present in a public place in school hours during their first five days of any permanent exclusion
- undertake to set and mark work for that student for the first five days of the exclusion
- advise parents or carers that, during the first week of the exclusion, that the Local Authority will arrange to assess the student's needs and how to meet them; arrange a meeting with them to discuss options; and that from the sixth school day ensure that suitable full time education is provided
- arrange a meeting of Governors to review the exclusion and decide whether to uphold it

Students who are permanently excluded will remain on the school roll during the period allowed for appeals, or removed sooner if the Local Authority confirms there will be no appeal.

The Role of Governors – Exclusion Process and Timescale

On exclusions of five days or less:

- governors will consider any representation from parents/carers but do not have to meet
- governors have no power to re-instate or overturn a decision (but can place findings in the students record)
- if a public exam will be missed – the group should convene immediately if requested (the Chair of the Local Governing Body may consider the issue alone)
- The Principal will report all fixed term exclusion details to Governing Body and LA once a term (name, length, reason, age, gender, ethnicity, and whether student has SEN or is in LA care)

Exclusions of 6 – 15 days in any one term (single event or cumulative):

- can be considered by the governors only if parents request a meeting; governors can uphold an exclusion or reinstate the student (earlier or immediately)
- governors meet within 15 school days (after receiving notice of the exclusion)
- the Principal must invite parents to a reintegration meeting (within 6 day from the return date)

Once the 15 day limit is exceeded (in any one term) and in all permanent exclusion cases:

- the governors must meet between the 6th and 15th school day after the date of receipt of notice to consider the exclusion.

The Governors' Discipline Panel¹ meeting

Who can attend?

- Members of the Local Governing Body (usually 3 or 5 members)
- A clerk who is preferably not a governor or a member of the staff
- The Principal and appropriate staff member
- The parents/carers and student (should be encouraged)
- A friend or representative of the parent/carer
- A representative of the LA (CSF)

Decision making

- Governors make their decision alone (only the clerk may stay once both sides have been heard)
- They make a decision based on evidence provided at the hearing and in papers supplied
- Be satisfied that the exclusion procedures have been followed and all relevant strategies have been tried (and failed)
- Have regard to the guidance
- Must inform the parent, the Principal and the LA of its decision in writing within one school day of the hearing

Role of the Local Authority

- Advises parents/carers of their Right of Appeal
- Invites the student to an Integration Panel to discuss provision following exclusion
- Sixth day provision does not have to be made for students in their final year of compulsory education who have already taken (or missed) their public examinations

For a statemented student, suitable full time provision must be considered with what is specified on the statement.