

# The Federation of St Bede's and St Bernadette Catholic Schools



**WE LEARN, WE PLAY, WE CARE, WE PRAY**

## **Exclusion Policy**

**Last review:** January 2019

**Next review:** January 2021

### **FEDERATION VISION**

Our vision is to provide all children with the best possible education, guided by the foundations of the Catholic faith, which develops their potential, prepares them for the future and inspires lifelong learning.



## Exclusion Policy

### OUR MISSION

Once other strategies/sanctions have been used (see Behaviour for Learning Policy) or in the event of a more serious incident (see below) the school may be left with no alternative but to exclude a pupil. Exclusions may take the form of internal or external exclusion.

Internal exclusions remove a pupil from their usual timetabled lessons and place them apart from their peers. Work will be set for pupils which may not always be the same as their peers within lessons. They may have separate arrangements for break/lunchtime and the start/end of the day may differ from the official times.

External (fixed term/permanent) exclusions will be given for repeated and/or more serious offences including disruption to learning. The school will make every attempt to contact the family by letter/telephone prior to the exclusion taking place.

Exclusions are not given lightly and will be for things deemed as too serious for other sanctions to apply.

These might include:

- defiance of/rudeness to/swearing at a member of staff.
- persistent or significant disruption to learning
- violence or aggression towards a peer/member of staff. Please note: this may lead to permanent exclusion.
- ongoing or significant bullying of another pupil (see Anti-Bullying Policy for further details). Please note: this may lead to permanent exclusion.
- persistent or ongoing refusal to follow reasonable instructions, resulting in disruption to learning
- bringing the school into disrepute (including actions/behaviour on the way to and from school). Please note: this may lead to permanent exclusion.
- bringing an offensive weapon onto the school site. Please note: this will usually lead to permanent exclusion

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

The individual circumstances of each event will be taken into account before deciding if an exclusion is appropriate and, if so, the duration of that exclusion. For example, violent, aggressive or dangerous behaviour would usually result in a fixed term exclusion. However, the individual's previous record as well as the circumstances would be reviewed in order to guide the final decision as to the appropriate type and length of such an exclusion. A pupil who has been involved in a number of incidences is likely to face escalating and cumulative sanctions including length of exclusions.

In all cases, the Headteacher gathers statements and views (verbal or written) and takes advice from staff who are working with the pupil. She may delegate some responsibility in her absence to the Senior Leadership Team for fixed term exclusions. The Headteacher make the decision to permanently exclude a pupil in consultation with the Chair of Governors and Lambeth Exclusions Services.

The school would always aim to discuss an exclusion with the pupil's family prior to the exclusion taking place. When this is not possible, written confirmation will be provided and a discussion will take place as soon as is possible. Fixed term exclusions may also be used whilst the school is investigating an incident and may subsequently be extended based on the outcome of this investigation. Families will be kept informed of this process. In all cases, we follow the exclusion guidelines and procedures outlined by Lambeth.



## **DfE SEN Statutory Guidance:**

All schools should have regard to the **statutory guidance on exclusion** from the Department for Education. This applies to all pupils including those above and below compulsory school age.

Head Teachers may exclude those children and young people who have an EHC plan or Statement of SEN however paragraph 22 of the guidance highlights the importance of avoiding any exclusion in these instances due to the vulnerable nature of the impact.

The school should also consider what additional support or alternative provision may be required and could therefore request an early or interim annual review.

Schools are required to have regard to the **SEND Code of Practice**.

The DfE states that schools need to take into account the **Equality Act of 2010** in relation to discrimination due to disability.

## **Making a Decision to Exclude:**

An exclusion should only take place in situations where the child or young person has seriously and/or persistently breached the school's behaviour policy and where allowing him or her to remain in school would seriously harm the education or welfare of others.

It is illegal to exclude for non-disciplinary reasons or because of a disability (**Equality Act 2010**).

It is illegal to 'informally exclude from the premises' e.g., asking a parent to collect their child during school hours without due cause and without formal procedure.

It is legal to move a child or young person to another part of the school but not from the school site. This does not need to be recorded and is referred to as an 'internal exclusion'.

The exclusion can only be authorised by the head teacher or acting head teacher.

All exclusions must be formally recorded.

## **There are 2 types of formal exclusion:**

### **Fixed Term:**

An exclusion can occur for 1 or more fixed periods up to a maximum of 45 days per academic year.

For the first 5 days of a fixed term exclusion schools are required to set and mark work.

For fixed term exclusions of more than 5 days the governing body must arrange suitable alternative full-time education.

### **Permanent:**

Permanent exclusion means the child or young person is expelled. The local authority must, in this circumstance, arrange full-time education from the sixth day onwards. It is the parent/carers responsibility to ensure the child or young person attends.