

# LVS ASCOT

## EXCLUSION POLICY - TEMPORARY AND PERMANENT

### Rationale

This policy 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 two important aims:

1. The first is 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. The second is to realise the aim of reducing the need to use exclusion as a sanction.

### Introduction

The decision to exclude a student will be taken in the following circumstances:

- (a) In response to a serious breach of the School's Pupil Behaviour Management Policy.
- (b) If allowing the student to remain in School would seriously harm the education or welfare of the student or others in the School.

Exclusion is an extreme sanction and is only administered by the Head of School (or, in the absence of the Head, the Deputy Head who is acting in that role), with the agreement of the Director of Education.

Exclusion, whether fixed term or permanent may be used for any of the following:

- Verbal abuse to Staff and others
- Verbal abuse to students
- Physical abuse to/attack on Staff
- Physical abuse to/attack on students
- Indecent behaviour
- Deliberate damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the student's behaviour

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

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## **Exclusion procedure**

- Most exclusions are of a fixed term nature and are of short duration (usually between one and three days).
- The DfES regulations allow the Head of School to exclude a student for one or more fixed periods not exceeding 45 school days in anyone school year.
- Following exclusion, parents or guardians are contacted as quickly as possible. A letter will also be sent by post giving details of the exclusion and the date the exclusion ends.
- 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 Management Team and other staff as appropriate.
- It is School practice to place the student on report for one week following his/her return to school to monitor behaviour and work. If the fixed term exclusion is greater than five days or an accumulation of disciplinary sanctions, a Pupil Contract will be drawn up. This needs to be agreed with the School, student and parents.
- During the course of a fixed term exclusion, parents are advised that the student is not allowed on the School premises, and that daytime supervision is their responsibility, as parents/guardians.

## **Permanent Exclusion**

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

1. The first is a 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.
2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence.

The School will consider police involvement for any of the above offences.

## **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 student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the Head of School will:

- Ensure appropriate investigations have been carried out.

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- Consider all the evidence available to support the allegations taking into account the Behaviour Management, Equal Opportunity and Race Equality Policies.
- Allow the student to give her/his version of events.
- Check whether the incident may have been provoked, for example by bullying or by racial or sexual harassment.

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

### **Exercise of discretion**

In reaching a decision, the Head of School will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate. In considering whether permanent exclusion is the most appropriate sanction, the Head of School will consider:

- (a) The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Behaviour Management Policy, and
- (b) The effect that the student remaining in the School would have on the education and welfare of other students and staff.

### **Behaviour Outside School**

Students' behaviour outside School on school "business" - for example school trips and journeys away school sports fixtures or a work experience placement - is subject to the School's Behaviour Management Policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in School.

### **Right of Appeal**

Parents of a pupil who is excluded have the right of appeal to the School's Education Committee (*see Complaints and Appeal Policy*).

**Reviewed**                    **09.01.12**

**Reviewed by**            **H Donnelly; C Cunniffe**

**This policy must be reviewed no later than: 09.01.13**