Executive Headteacher: 
Mrs J F King

Exclusion Policy
Framfield and Blackboys 
CE Primary Schools

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1 BACKGROUND

The exclusion procedures for Blackboys and Framfield CE Schools are based on guidance offered by the LEA. The contents of this guidance are drawn from DfEE circulars 10/99 and 11/99 and the Schools Standards and Framework Act 1998.

Only the Executive Headteacher can exclude a pupil from the school (exceptionally, this power rests with the Head of School acting in the Executive Headteacher’s absence).

2 MANAGING DISRUPTIVE BEHAVIOUR

The schools have effective and well-understood arrangements to support teachers and other staff dealing with pupils who cause difficulties. These are clearly set out in The Partnership Schools’ Behaviour and Discipline Policy.

Pupils’ behaviour is managed largely by the positive reinforcement of good behaviour and by dealing with inappropriate behaviour in a firm but fair manner. When necessary, sanctions are applied fairly and consistently to all pupils, taking account of all circumstances including the child’s age. Sanctions might include:

- removal from the class/group
- withdrawal of a break or lunchtime privilege
- completion of assigned work or extra written work
- carrying out a useful task in the school
- withdrawal from, for example, a particular lesson or peer group
- withholding participation in any school trips, sports events or clubs that are not an essential part of the curriculum
- internal exclusion

3.1 USE OF EXCLUSION

A decision to exclude a child will be taken only:

- in response to a serious breach of the partnership schools’ discipline policy
- if allowing a pupil to remain in school would seriously harm the education or welfare of the pupil or of others in the school.

Before reaching a decision to exclude, the Executive Headteacher will undertake a thorough investigation of the allegations, allowing the pupils to give his/her version of events, and taking into consideration the following:

- the age, intellectual ability and state of health of the pupil
- the pupil’s previous record
- the pupil’s domestic situation if known, and any possible recent family changes (eg divorce, redundancy, bereavement, breakdown of Social Service placement or imprisonment)
• the extent to which parental, peer or other pressure may have contributed to the offence
• whether the pupil committed the offence on his/her own or was part of a group
• whether the incident appeared to be provoked by racial/sexual harassment, bullying etc
• whether the pupil is from a group at particular risk such as: looked after children, minority ethnic children, travellers etc.

Before excluding a child, in most cases a range of alternative strategies will have been tried.

The Executive Headteacher will, if necessary, consult others (being careful not to involve members of the Governors’ Disciplinary Committee (GDC) and, as far as possible, keep the matter confidential until the GDC has met.

**Pupils with Special Educational Needs**

Other than in the most exceptional circumstances, the Partnership Schools will avoid permanently excluding pupils with statements of special educational need. LEA and other professional advice will be sought should any such situations arise.

**Drugs related exclusion**

Liaison with appropriate support services will take place regarding any drugs related exclusions.

**Exclusions will not be used for:**

• breaking school dress policy including hairstyle, jewellery, make-up
• lateness or truancy
• poor academic performance or failure to do homework
• minor incidents

### 3.2 LENGTH OF EXCLUSION

**Fixed Period Exclusions**

The Law allows the Executive Headteacher to exclude a pupil for up to 45 days in a school year. However, individual exclusions should be for the shortest time necessary.

**Permanent Exclusions**

A decision to exclude a child permanently is the final step in the process in dealing with disciplinary offences. If a fixed period exclusion is converted into a permanent exclusion, this will be treated as a separate and additional exclusion.
3.3 SETTING AND MARKING OF WORK

In all cases of more than one day exclusion work will be provided for the pupil and will be marked. In the case of a permanent exclusion work will be set and marked during the period in which the excluded pupil remains on the school roll i.e. until the exclusion process is concluded.

3.4 INFORMING PARENTS ABOUT AN EXCLUSION

Parents of any excluded pupil will be notified immediately, ideally by telephone, followed by a letter within one school day.

Letters about fixed period and permanent exclusions will explain:

- why the pupil has been excluded
- the steps taken by the school to try to avoid exclusion eg strategies attempted
- the length of the exclusion, and the date and time the pupil should return. (If the exclusion is for lunchtimes, the arrangements for providing a meal for any pupil entitled to free school meals)
- if the exclusion is permanent, the date it takes effect and details of previous fixed period exclusions, previous warning or other disciplinary measures
- arrangements for the setting and marking of work during the period of exclusion
- parents’ right to state their case to the Governors’ Disciplinary Committee and the contact person should they wish to do so
- the latest date the parents can put a statement to the GDC
- parent’s right to see their child’s school record
- the name and number of the LEA Exclusion Administrator who can provide advice

Exclusions will always be treated in the strictest confidence.

3.5 INFORMING THE GOVERNORS’ DISCIPLINE COMMITTEE AND THE LEA

The Executive Headteacher will inform the GDC immediately of:

(i) all permanent exclusions
(ii) all exclusions which result, separately or in total, in a pupil missing more than 5 school days in any one term (fixed period exclusions limited to the lunchtime break are not considered to be a part of a school day for this purpose).
The Executive Headteacher will inform the LEA Exclusions Administrator immediately of all exclusions using form EXNO1 attached to a copy of the letter which has been sent to the parent.

In the event of permanent exclusions and those of a fixed period which exceed 5 school days in any school year, the Executive Headteacher will notify the Tutorial Service using form EXNO2. This will be completed within 3 school days of the start of the exclusion. Information to the Service will also include:

- date of the GDC to review the exclusion
- pupil’s attendance record
- pupil’s behaviour record
- records of any previous exclusions
- pupil’s SENIMS status and record of strategies tried
- information on the involvement of other agencies
- information on any health difficulties or issues for the pupil

3.6 ARRA NGEMENTS FOR PERMANENTLY EXCLUDED PUPILS AND THEIR REINTEGRATION TO SCHOOL

Procedures regarding pupils who are permanently excluded and arrangements for their interim support and for their reintegration into alternative schools are outlined in ESCC Circular 35/98.

3.7 THE GOVERNORS’ DISCIPLINARY COMMITTEE

In the event of an exclusion, the Governing Body shall follow the clear procedures as outlined in Annex D of DfEE Circular 10/99 “Social Inclusion: Pupil Support”. This is located in the Behaviour and Discipline File in the Executive Headteacher’s office.

However, the following is a brief summary of the procedures to follow;

- if the exclusion is fewer than five school days, the GDC cannot direct reinstatement, but should consider any statement from the parent.
- for exclusions of more than five days in a term, the GDC should consider the exclusion and decide whether the pupil should be reinstated.
- on receiving notice from the Executive Headteacher that a pupil has been excluded for more than five days, the clerk will:
  (i) for fixed period exclusions of between 6 school days and 15 school days in a term, set up a meeting between the 6th and 15th school days to consider the exclusions.
  (ii) for fixed period exclusions of between 16 and 45 school days in total or, for permanent exclusions, set up a meeting within 15 school days from receiving notice to consider the exclusion.
  (iii) invite parent and LEA to any exclusion meeting (parent may have friend or legal representative).
(iii) ask for any written statements in advance of the meeting and circulate these to all invited members.

Procedures at the meeting will vary slightly depending on whether or not the pupil has returned to school prior to the meeting date (see circular 10/99 Annex D.Para 11-16)

- The LEA may advise the GDC and give their view on the appropriateness of the exclusion.
- A parent will be given the right to appeal to an independent appeal panel regarding their child’s exclusion even if they do not make a case to the GDC.
- The LEA will set up an appeal panel if it is necessary under the terms of Schedule 18 of the School Standards and Framework Act 1998. Details about independent appeal panels are located in the DfEE circular 10/99 Annex D paras. 18-59.

The GDC is made up of 3-5 members of the Governing Body (not including the Headteacher) and is set up to review the use of exclusions within the school and to consider the views of parents in the event of an exclusion. A clerk is also appointed to advise, support and handle the administration. The quorum of a meeting is three. Membership of this committee is reviewed annually.

The full governing body may consider fixed period exclusions of between 6 and 15 school days (in total) at its regular meetings as an alternative to the discipline committee meeting.