

St Thomas à Becket Church of England Federation

Blackboys C.E. School
School Lane
Blackboys
Uckfield
East Sussex
TN22 5LL



Framfield C.E. School
The Street
Framfield
Uckfield
East Sussex
TN22 5NR

ADOPTED 6 NOVEMBER 2020

REVIEW JULY 2023

Exclusion Policy

**To be read in conjunction with the
Federation School's Relationships and Behaviour Policy**

Our Vision is to raise the aspiration of all pupils to "Be the Very Best they can Be", through providing an engaging and Christian environment alongside an exciting broad and balanced curriculum striving to develop the skills, attitudes and Christian values of the whole Federation Community to face the new challenges of the 21st century with confidence.

"So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets." Matthew 7:12

We believe that as we live out this teaching of Jesus in our schools it will enable our pupils to "Be the best they can be."

CONTENTS	PAGE
Introduction	3
Managing Disruptive Behaviour	3
Use of Exclusion	3
Length of Exclusion	5
Setting and Marking of Work	5
Informing Parents about an Exclusion	5
Informing the Governors' Discipline Committee and the LEA	6
The Governors' Disciplinary Committee	6
Review	7

Introduction

The Exclusion Procedures for St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document) are based on guidance offered by the Local Education Authority (LEA), specifically the East Sussex County Council Exclusion Guidance for schools and Academies, 2017, which is itself based upon the DfE Guidance document, 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England.'

Only the Federation's Headteachers (referred to as Headteacher for the remainder of this policy) can exclude a pupil from a school within the Federation (exceptionally this power rests with a senior teacher should the Headteacher be absent from school due to illness, supported by the Headteacher from the other Federation School).

Managing Disruptive Behaviour

The Federation has effective and well-understood arrangements to support teachers and other members of staff dealing with pupils who cause difficulties. These are clearly set out in each Federation School's Relationships and Behaviour Policy.

Pupil's 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:

- a move down the class behaviour chart ultimately ending in a partial withdrawal of a break or lunchtime privilege (following a warning)
- removal from the class/group
- completion of assigned work
- carrying out a useful task in their 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 at break, lunch or from the classroom.

Use of Exclusion

A decision to exclude a child will be taken only:

- in response to a serious breach of the Federation School's Relationships and Behaviour Policy; and
- 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 Headteacher will undertake a thorough investigation of the allegations, allowing the pupil to give his/her version of events, and taking into consideration the following:

- the age, additional needs and state of health and mental health of the pupil;
- the pupil's previous record;
- the pupil's domestic situation if known, and any possible recent family changes (e.g. 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 e.g. 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 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 Federation 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 their school's Uniform Policy including hairstyle, jewellery, make-up
- lateness or truancy
- poor academic performance or failure to do homework

- minor incidents

Length of Exclusion

Fixed Period Exclusions

The law allows a 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 of 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.

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 Federation School's roll i.e. until the exclusion process is concluded.

Informing Parents about an Exclusion

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

Letters about fixed period and permanent exclusions will explain the following:

- why the pupil has been excluded
- steps taken by the school to try to avoid exclusion e.g. strategies attempted
- 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
- parent's right to state their case to the Governors' Disciplinary Committee (GDC) and the contact person should they wish to do so
- the latest date the parent(s) can put a statement to the GDC

- When there is a legal requirement for the Governing Body to consider the exclusion, that the parents have a right to attend the meeting, be represented at the meeting (at their own expense) and to bring a friend
- parent's right to see their child's school record
- the name and number of the LEA Exclusion Administrator who can provide advice
- That, if the pupil is of compulsory school age, for the first 5 days of any exclusion (or until any alternative provision begins) parents are required to ensure that their child is not present in a public place without reasonable justification and that parents may be given a fixed penalty notice if they fail to do so.

Exclusions will always be treated in the strictest of confidence.

Informing the Governors' Discipline Committee and the LEA

The Headteacher has a duty to inform the Governing Body and the Local Authority if the exclusion:

- is a permanent exclusion
- is a fixed term exclusion where the Headteacher has indicated to the parent that following further investigation it may be made permanent
- would result in the pupil being excluded for more than 5 days in a term
- would result in a pupil missing a public exam or national curriculum test.

The 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(s). Notifications of exclusion must be received by the LA within 24 hours of the exclusion

The Headteacher MUST notify the LA and Governing Body of all exclusions once a term.

If a pupil who is being Permanently Excluded lives outside the Local Authority in which the school is based, the Headteacher MUST also advise the pupil's 'home authority' without delay.

The Governors' Disciplinary Committee

In the event of an exclusion, the Governing Body shall follow the clear procedures as outlined in East Sussex County Council Exclusion Guidance for schools and Academies, 2017, which is itself based upon the DfE Guidance document, 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England.'

This is located in the Behaviour and Discipline File in the relevant Federation Headteacher's office.

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

- A Governors' Discipline Committee must be held within 15 school days of a Permanent Exclusion.
- A Governors' Discipline Committee (GDC) must also be held if a parent requests one following a Fixed Term Exclusion of more than 5 but less than 15 days. In this case, the GDC must be held within 50 school days of the request.
- The GDC should consist of either 3 or 5 governors who have no previous knowledge of the case.
- The Chair of Governors should not be part of the GDC if he/she has previously discussed the case with the Headteacher of the school concerned.
- The GDC should be clerked by a person who has had appropriate training. A Local Authority representative from ESBAS should be invited to all GDC meetings at maintained schools. The Local Authority representative will act as an impartial third party, providing objective and dispassionate representations to assist the process.

Please refer to East Sussex County Council's Exclusion Guidance for Schools and Academies which can be found at:

<https://czone.eastsussex.gov.uk/media/1667/exclusions-guidance-january-2017-final.pdf>

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every three years. The policy review will be undertaken by the Federation's Headteachers and the Governing Body's Policies Working Party.