



# NORTHWOOD PRIMARY SCHOOL

## Exclusion Policy

Signed	<i>V. Garrett</i>
Role	<b>Chair of Governors</b>
Date	<b>16 February 2017</b>

Approved by (Committee)	Full Governing Body
Date approved	16 <sup>th</sup> February 2017
Review frequency	Three years
Date of next review	Spring 2020

**The decision to exclude a pupil either fixed period or permanently is seen as a last resort by the school and governing body.**

The school is responsible for communicating to pupils and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct (see Behaviour Policy).

No exclusion will be made without first exhausting other strategies or, in the case of serious single incident a thorough investigation.

**Reasons for Exclusion:**

- Serious breach of the school's rules or policies.
- The risk of serious harm of the education or welfare of others in the school.

An exclusion can only be sanctioned by the Headteacher or the Assistant Headteacher.

**Temporary Exclusion:**

A temporary exclusion should be for the shortest time necessary; OFSTED evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

**Consistent or Cumulative Problems:**

Exclusion for a period of time from half a day to 5 days for persistent or cumulative problems would be imposed when the school has offered a range of support, which might include:

- Discussion with pupil
- Report Card
- Discussions with parents
- Target setting
- Internal Exclusion
- Behaviour Support
- Counselling
- CAMHs outreach

Exclusions will never be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules), except where these are persistent and defiant.

**Single Incident:**

Temporary exclusion may be used in response to a serious breach of school rules, policies or a disciplinary offence. In these cases the Headteacher will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give his/her version of events and the Headteacher will check whether the incident was provoked, for example by bullying or racial harassment.

### **The decision to exclude:**

If the Headteacher decides to exclude a pupil permanently she/he will:

- Ensure there is enough evidence to support the decision
- Explain the decision to the pupil.
- Contact the parents, explain the decision and ask that the child be collected.
- Send a letter to the parents confirming the reasons for the exclusion; explain the school's arrangements for the continuation of the child's education in another setting.
- Plan how to address the pupil's needs on his/her return.
- Plan a meeting with parents on his/her return.

An exclusion should not be enforced if doing so may put the safety of the pupil at risk. In cases where the parents will comply the child's welfare is the priority.

### **Pupil's with Special Educational Needs and Disabled Pupils:**

The school will take into account any special educational needs when considering whether or not to exclude a pupil. We have a legal duty under the Disability Discrimination Act 1995 as amended not to discriminate against disabled pupils by excluding them from school for behaviour related to disability. The Head will ensure that all reasonable steps have been taken by the school to respond to pupil's disability so the pupil is not treated less favourably for reasons related to the disability,

Principle legislation:

- The Education Act 2001, as amended by the Education Act 2011.
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- The Education and Inspections Act 2006
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007