



GRANGE SCHOOL

*A Culture of Continuous Improvement*

Exclusions Policy

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	Next Review date: September 2024

## EXCLUSIONS POLICY

### 1) INTRODUCTION

At Grange School we expect all pupils to behave in a manner which encourages and motivates all to learn effectively. Pupils who are not meeting our expectations will be dealt with appropriately in order to help them address their behaviour or attainment issues. The standards of behaviour and expectations are set out clearly in the Grange Behaviour Agreement which ALL parents or guardians are required to read and sign. The behaviour ladder and rewards system clearly reinforces the high expectations required from all pupils.

The first line in Grange behaviour agreement reads:

Parents and caregivers are expected to support the ethos of the School by:

- Working in partnership with the school to enhance the learning outcomes and support the well-being and conduct of their child.

The policy will be reviewed annually.

### 2) LINKS

The exclusion policy should be read in tandem with the other policies listed

below:

Behaviour Policy:

Anti-Bullying Policy

Detention Policy

Child Protection Policy

### 3) AIMS and OBJECTIVES

The purpose of the policy is

- To briefly outline the school's approach to exclusion
- To ensure there is a fair, reasonable, rigorous and robust system for dealing with exclusions consistently across the school.

#### 4) PRINCIPLES:

- Exclusion is a sanction used by the school only in cases deemed as serious breaches of the school behaviour policy/ behaviour ladder.

A pupil may be at risk of exclusion for:

- I. Behaviour that places the pupil or others in danger.
  - II. Setting off the fire alarm other than in an emergency.
  - III. Any form of physical or verbal abuse, including gathering in a large group intending to intimidate others.
  - IV. Bringing into school any harmful or illegal substances, including drugs, vapes, tobacco, matches and lighters, alcohol and fireworks.
  - V. Bringing on the school premises any type of weapon, including any type of knife / penknife or any type of gun, including toy guns and replicas. This also applies to travel to and from school.
  - VI. Serious verbal abuse / foul language directed towards staff.
  - VII. Direct and continual refusal to follow reasonable requests.
  - VIII. Serious theft
  - IX. Serious racism
  - X. Serious bullying and or intimidation
  - XI. Malicious allegations against a member of staff.
  - XII. Continued breaches of the school behaviour policy.
  - XIII. Serious physical assault against another person (pupil or member of staff)
  - XIV. Sexual misconduct.
  - XV. Any other extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.
  - XVI. Poor behaviour of a pupil outside of school.
  - XVII. Exam malpractice (this applies to external and internal examinations).
- Having agreed that the offence committed fits one or more of the above criteria further considerations will influence any decision about the exclusion these include:
    - I. The pupil's previous record
    - II. The threat to the safety and welfare of other pupils.
    - III. The threat to the safety of staff
    - IV. The effect on other pupils in terms of their learning entitlement.
    - V. The precedents - how other pupils have been treated in similar cases (where appropriate)
    - VI. The threat to the school standards and behaviour.
    - VII. The threat to the image of the school within the local community.

- The above considerations will also determine whether the exclusion is for a fixed term or a permanent exclusion.
- When establishing facts in relation to the exclusion the Head of School must apply the civil standard of proof i.e. ‘on the balance of probabilities’ it is more likely than not that the fact is true, rather than the criminal standard of ‘beyond reasonable doubt’
- A pupil may be excluded for one or more fixed periods up to 45 school days in an academic year or permanently.
- **A fixed term Exclusion** from school can only be authorised by the Head of School or one of the Headteachers acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available. If not available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.
- In the case of a **permanent exclusion** this can only be authorised by the Head of School and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Head of School. (see Appendix 2 - Flow chart for permanent exclusion) Once the Head of School has decided on a permanent exclusion the pupil and parents will be informed in writing, a face to face meeting may be called or a phone call made where this is not possible.
- The Head of Pastoral Care must ensure all aspects related to exclusion have been covered.
- The SRC will meet to hear the case of the **permanent exclusion** from both the school and the parents and upon hearing the evidence presented they will decide to overturn or uphold the permanent exclusion.
- A SRC must consist of at least 3 governors and have representation from the parents and the Head of School.

## 5) PUPILS RETURNING FROM A FIXED TERM EXCLUSION

- All pupils returning from fixed term exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusions can be avoided and behaviour modified to acceptable standards in partnership between pupil, parents and school.
- In some instances, on the return from fixed term exclusion pupils will be required to attend the school counsellor, or a phased reintegration of the pupil can take place.

## 6) APPEALS (SEE APPENDIX 2 FLOW CHART FOR EXCLUSION APPEALS)

- All correspondence regarding exclusion will inform parents of their right to appeal to the SRC against the decision to exclude. The procedure is clearly set out in the statutory guidance.

- The person who should be contacted to initiate an appeal is the legal

#### 7) **POLICY REVIEW**

- This policy will be reviewed on an annual basis.

Appendix 1

FLOW CHART FOR FIXED TERM EXCLUSION

Management investigation: collect statements, compiles incident report if case is considered to be a 8<sup>th</sup> or above offence (see behaviour ladder).



The case is referred to the Head of Secondary or Primary, who meets with the Head of School to discuss the evidence and potential sanctions.



A formal letter is written to parents if a fixed term exclusion is issued.



Fixed Term exclusion. (As deemed necessary)



Reintegration meeting with parents and the student after fixed term + Intervention

## Appendix 2

### FLOW CHART FOR PERMANENT EXCLUSION

Head of School considers evidence, school policies with guidance and decides to permanently exclude pupil only in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.



**Permanent exclusion** can only be authorised by the Head of School and must only be done after consulting the Chair of Governing Council of the intention to impose this sanction, although the final decision rests with the Head of School.



Head of School notifies parent by letter giving details of the incident and right of appeal.



Head of School, without delay, notifies SRC.



On receiving notice of the appeal of the exclusion, the School Relations Committee (with at least 3 governors in attendance) must convene a meeting within 15 school days to consider the exclusion. The committee must invite the parent, pupil, principal at a mutually agreed time. Written evidence should circulate as far as possible, at least 5 days before the meeting; written statements, including witness statements that capture the excluded pupil's views and a list of attendees.

The School Relations Committee( SRC) must make its decision alone, asking the other parties to withdraw. Only the board secretary may stay. SRC makes decision to uphold or reinstate the permanent exclusion decision or to impose a fixed term exclusion of up to 10 school days in any one term.



The SRC must inform the parent, the Head of School of its decision in writing within 24 hours stating the reasons. A copy of the letter should be placed on the pupil's school record with copies of relevant papers and Minutes kept in Governors Confidential files.



If the parent appeals the SRC decision within the time limit the review should be within 15 days after the day on which the review is lodged. The review panel considers the case and has only three options: Uphold the exclusion; recommend the SRC reconsider their decision; or quash the decision and direct the Governing Council considers the exclusion again. (The review panel must be made up of three other governors chaired by GC chair)

If the Governing Council's decision is upheld the pupil is removed from the admission attendance register only after the review process has been completed.

N.B

Pupil must remain at home during the appeals process.