

**TRADITIONAL VALUES, CONTEMPORARY ASPIRATIONS, CREATIVE CURIOSITY**



INVESTOR IN PEOPLE

**MALET LAMBERT**

**EXCLUSION PROCEDURES POLICY**

<b>Completed by:</b>	SFE
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### Exclusion Procedures

Exclusion of a pupil, whether it is fixed term or permanent, is a severe sanction and must be applied only after careful consideration of the evidence available. There is no legal requirement for the School to “prove” guilt, but the School has the right to exclude a pupil based on the balance of probability, given the evidence available.

It is vital, therefore, that care is taken to collect all possible evidence to allow a reasonable judgement to be made. This evidence should, at the very least, contain statements by staff, the pupil’s statement and that of all witnesses, but may also include CCTV footage and any other supporting evidence.

### Procedures

- It is the responsibility of the member of staff dealing with the incident to collect up all the evidence and complete the recommendation for the exclusion form. This is likely to be a Progress Leader in most cases.
- The pupil’s statement is critical and **MUST** be included in the evidence. If the pupil refuses to make a statement – this needs to be noted on the recommendation form.
- The information needs to be collected and a meeting held with the Assistant Head to discuss a recommendation. The covering form should be completed and attached to the evidence. This needs to be passed to the Head of School for a decision to be made.
- The Head of School and the Executive Head are the only people in the School who can exclude a pupil, but this may be delegated to another member of staff.
- **The member of staff leading on the incident must ensure that the parent is informed of the decision to exclude – the conversation should also include arrangements for the date and time of the reintegration meeting. This MUST be done on the day of the incident whenever possible.**
- An exclusion letter will be sent on the day (when possible) informing parents of the exclusion, the reasons why the exclusion has been given, the date and the member of staff involved in the reintegration interview. A copy of this letter should be placed in the pupil’s file. If pupils are SEN, LAC or EAL pupils, appropriate people need to be informed. Please note that pupils with an allocated social worker should have the social worker informed of the exclusion, the LAC team should also be informed.
- Progress Leaders must ensure that arrangements are in place for appropriate and meaningful work to be sent home to be completed whilst the pupil is excluded.
- A copy of the restorative meeting form should be sent with the exclusion letter. A note needs to be added to ensure that the pupil and parent/carer know they have to complete the form in readiness for the reintegration meeting.
- Please note, it is the responsibility of the School to provide educational provision for the excluded pupil after five days of exclusion. This has to be off site.
- Staff should be informed of exclusion.

### Reintegration of an Excluded Pupil

- The School has no legal standing to prevent a pupil returning to School at the end of an exclusion period simply because the parent/carer has failed to attend a reintegration meeting.
- The reintegration meeting should be a formal meeting that clearly outlines expectations and the support that will be put in place. In addition it is wise to outline the possible consequences of no improvement.
- Part of the reintegration meeting should focus on the restorative work. If a particular member of staff was involved in the incident that led to the exclusion, the member of staff should be offered the opportunity to be present. This not only helps the member of staff and the pupil to bring the incident to closure, but also allows some restorative work to be done as well as reasserting the member of staff's authority.
- The record of the reintegration meeting should be filed and attached to the evidence for the exclusion thus bringing the whole process for the particular exclusion to closure. This should then be placed in the pupil's file.
- A clear plan should be in place for the pupil's reintegration. This will vary from pupil to pupil but there should be a clear intent to change some of the circumstances and so effect a change in behaviour. This is the responsibility of the Progress Leader to organise.
- Pupils should, in most cases, be placed on an appropriate level of report following an exclusion

### **Timeline for Fixed Term and Permanent Exclusions**

1. Statement taken from pupil accused of the incident which may lead to exclusion.
2. Statements taken from witnesses. This should include both staff and pupils.
3. Progress Leader to investigate the incident and take further statements, if required
4. Progress Leader to meet with the Assistant Head responsible for exclusions to discuss incident, evidence, statements and to reach a recommendation (If the incident may potentially lead to Permanent exclusion then skip to point 10 below)

### **Fixed Term Exclusion**

1. Progress Leader to complete the Recommendation for Fixed Term Exclusion form (see Appendix A), which should then be attached to the evidence pack and passed to the Head of School to consider.
2. If the decision is made to Fixed Term exclude the student, then the parent must be informed and the recommendation form passed to Admin. A letter confirming the exclusion should be sent by the Admin team on the same day, along with a copy of the restorative meeting form.
3. If any of the following apply then the Governing Body and the Local Authority should be informed of the exclusion without delay:
  - exclusions which would result in the pupil being excluded for more than five school days (or more than ten lunchtimes) in any one term; and
  - exclusions which would result in the pupil missing a public examination.
4. Progress Leader to arrange for appropriate and meaningful work to be provided for the excluded pupil.
5. A reintegration meeting should be held with the pupil and a parent upon their return to school.

### **Permanent exclusion – continued from point 4 above**

6. Progress Leader and Assistant Head to meet with the Pastoral Deputy Head to discuss the incident and agree on a recommendation for Permanent Exclusion.

7. Progress Leader, Assistant Head and Deputy Head to meet with the Head of School to present recommendation.
8. Head of School to consider recommendation and consult with Executive Principal.
9. It is likely that the pupil will be given a fixed term exclusion while further investigation and consideration takes place. In this event then points 6-8 above should be followed and an addition made to the Fixed Term exclusion letter sent to parents **that the incident is pending further investigation.**
10. During the period of further investigation the pupil and a parent should be invited into school by the Deputy Head and Progress Leader to make a further statement regarding the incident.
11. If the decision to Permanently Exclude is made then the pupil and a parent should usually be invited into school to be informed of the decision in a meeting with the Head of School, Deputy Head and Progress Leader. This should be backed up with a letter.
12. Once the parent has been informed of the Permanent Exclusion then the Local Authority and the Governing Body must be informed without delay.
13. The Head of School Permanent Exclusion report will be collated by the Progress Leader (See Appendices B and C).
14. The Permanent Exclusion report should be passed to Admin. The Admin team will **type up and anonymise all witness statements, ensuring that pupils who have given statements are protected.**
15. Copies of the finalised paperwork need to be passed to the Deputy Head and Head of School for checking. Once confirmed Admin will send to IPC services, who will ensure distribution to all relevant parties.

## APPENDIX A - RECOMMENDATION FOR FIXED TERM EXCLUSION FORM

<b>CURRENT FIXED TERM EXCLUSION</b>			
WHOLE YEAR :		PRESENT TERM	

Progress Leader making recommendation:	Assistant Head of School signature:
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Pupil Name :	Tutor Group :
SEN Status :	
CLA ( Child Looked After) :	
Social worker Allocated – Yes / No	Name: .....
Date of incident :	
<b>Summary of incident :</b>	
<b>Content of Letter</b>	
“ and the reason for this action is	

Please ensure that the following procedures have been completed;

Incident investigated, reports attached		Pupil interviewed/statement made	
Pupil refused to make statement		Witnesses interviewed, statements dated and signed	

**ALL INCIDENT REPORTS AND INTERVIEW STATEMENTS MUST BE ATTACHED BEFORE PASSING TO HEAD OF SCHOOL FOR A DECISION**

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**To be completed by Head of School**

Fixed term exclusion YES/NO                      Start date of exclusion:

Number of days ..... Staff, Date and Time of Reintegration Meeting .....

Signed..... Date .....

## **APPENDIX B – CONTENTS FOR HEAD OF SCHOOL’S PERMANENT EXCLUSION REPORT**

### **Agenda**

### **Permanent Exclusion Letter and Statement of Case**

### **Head of School’s Exclusion Report**

Part One – Student details  
Progress Leader Statement  
Educational Attainment  
Attendance

### **Head of School’s Exclusion Report**

Part Two – Details of Exclusion  
Investigation Timeline  
Fixed Term Exclusion Letter  
Summary of incident  
Statements

### **Head of School’s Exclusion Report**

Part Three – Documents  
Intervention Chronology  
Behaviour Log  
Behaviour Policy

## APPENDIX C - HEAD OF SCHOOL'S PERMANENT EXCLUSION REPORT

School:
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Date of preparation:

Date of exclusion:

<b>PART ONE</b>	<b>STUDENT DETAILS</b>
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Name:	DOB
Year Group:	Gender:
Race/Ethnicity:	Looked After:
Disability/Medical Conditions:	

**If appropriate, details of SPECIAL EDUCATIONAL NEEDS**

- **Brief outline of pupil's identified special needs (including if appropriate stage of the code of practice (SEN) and date):**  
 .
  
- **Brief description of how these identified needs are being met:**

**INVOLVEMENT OF OTHER AGENCIES/SERVICES**

(Please specify the contact person and date and nature of involvement)

Agency	Contact Person	Dates	Support

**Form Tutor/Head of Year comments:**

**Any mitigating factors to be taken into consideration (was the incident provoked for example by bullying, or racial or sexual harassment):**

**Actions taken to engage parents:**

**Educational Attainment - (See Appendix I)**

<b>Subject</b>	<b>NC Level (if applicable) or current attainment level</b>	<b>Comments e.g. Strengths/Needs</b>

**STUDENT'S POSITIVE PERSONAL QUALITIES AND ACHIEVEMENTS:**

**ATTENDANCE and PUNCTUALITY (should relate to the last full academic year and the current one so far):**

**See Appendix 2**

Please see **Appendix 3** (includes letters sent to parents)

- **Attach all supporting and relevant documentation arising from the investigation e.g. reports, statements from witnesses, teachers, students and excluded student's statement (taken by the Head of School) photographs relevant to this incident, or any appropriate physical evidence**
- **Supporting evidence and documentation should be provided for all parties to consider**
- **Original witness statements should be retained but can be kept anonymous within the Head of School's report (*If retyped, the witness statements must be in the witness's own words and not a summary of what was said*)**
- **Details of the events leading to the exclusion**

**Student's Behaviour – this information should be pertinent to the exclusion and related to incidents since admission to the school**

The appended sets of papers detail the incidents that have occurred over the past two years.

Appendix 4:

Appendix 5:

### **Strategies employed**

**Please send this report with the following attachments as relevant**

- Behaviour Policy (Governors need to consider whether there has been a serious breach of the policy)
- Individual Education Plan
- Witness statements
- Pastoral Support Plan
- Record of letters to parents
- Head of School's report
- Statement of Special Educational Needs

**at least five days before the exclusion meeting to the**

- Parent or carer
- LEA (Alyson Joyce)
- Governors' Discipline Committee members