

Original Date Written	Date Reviewed	Date Ratified	Date for Review
September 2016		December 2016	December 2018

# Marlborough St Mary's CE Primary School



MARLBOROUGH  
ST MARY'S  
PRIMARY SCHOOL

## Exclusion Policy

*Together we believe, learn and achieve*

## Marlborough St Mary's CE VC Primary School Exclusion Policy

As the Governing Body of St Mary's School we wish to uphold the ethos of care and respect for each other that the school endeavours to promote.

The exclusion of a child is something that would never be undertaken lightly and without due consideration of all the factors involved in any one instance. It is hoped that it would not be necessary to exclude a child.

Children would normally only be subject to exclusion after all other appropriate sanctions have been exhausted, parents/carers notified of the school's concerns and advice has been sort and acted upon from the Primary Behaviour Support Service. Only the headteacher (or the acting headteacher) has the power to exclude a pupil from school

In order to protect the safety and learning of the children and the safety and teaching of the staff, certain behaviours may be considered as justification for the exclusion of a child.

These might be: -

- Children who are violent and deliberately abuse other children or staff whether physically or verbally.
- Children who display other forms of anti-social behaviour that undermine the ethos of the school.

On first offending, having reached the stage of consideration for exclusion, a 1 to 5 day period of exclusion from the school, the school will endeavour to devise a Pastoral Support Plan in co-operation with the Education Welfare Officer, Behaviour Support Team, the school and parents/carers. It may be that other agencies will need to become involved now or at a later date. The aim of this meeting is to prevent a permanent exclusion.

A re-offence, depending upon the amount of time since the first period of exclusion, and the severity and nature of the offence, a 3 or 5 day exclusion.

On occasions a first offence, re-offence if immediately repeated or repeated with greater severity, may necessitate an increase of the period of exclusion to between 5 and 15 days. This would be deemed a very serious consequence of actions such as actual physical harm to another child or member of staff.

Following every exclusion there must be a re-integration meeting. The re-integration meetings should offer an additional and different approach.

The Headteacher has the right to exclude any child for a period of up to 15 days in any one term if a fixed exclusion is deemed appropriate. The Headteacher is responsible for educational provision from day 6.

Parents/carers will be notified as far as possible, either in person or by telephone, with confirmation in writing, on the day before any exclusion period commences. Parents/carers will be given full details of their rights with regard to the exclusion at the time of notification.

The headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

Children who do not respond to fixed-term exclusion, behaviour support plans which are implemented or whose behaviour repeatedly affects the well-being of other children or staff or who cause actual physical or mental harm may be subject to a permanent exclusion.

For pupils with statutory Education and Health Care Plan the school should hold a Pupil Emergency Annual Review before considering a permanent exclusion.

In the vast majority of cases there will be time to take actions designed to reduce the likelihood of permanent exclusion well before a PEAR meeting. These will include

- pastoral support
- support for any special educational needs or disabilities
- small group or individual interventions
- adapted timetable
- discussions with the family
- referral to and implementation of strategies agreed with specialists such as the Behaviour Support Team or Educational Psychology
- convening an early annual review

To arrange an emergency meeting the school contacts their Schools and Learning Area Team.

The Governing Body will follow the recognised Government procedures.

Appendix A - Exclusion Forms Wiltshire Wisenet

Please complete this form for all Exclusions and return to:

Exclusions Officer, Childrens Services, 2<sup>nd</sup> Floor County Hall, Bythesea Road, Trowbridge, BA14 8JN, on the day with a copy of the letter sent to parents.

School \_\_\_\_\_ DfE No \_\_\_\_\_

If on Fresh Start or Reintegration name of Host school \_\_\_\_\_

Child/Young Persons Surname \_\_\_\_\_ Year Group \_\_\_\_\_

Child/Young Persons Forename \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_

Name of Parent /Carer \_\_\_\_\_ Phone Number \_\_\_\_\_

Child's Address \_\_\_\_\_ Home \_\_\_\_\_

\_\_\_\_\_ Work \_\_\_\_\_

Post Code \_\_\_\_\_ Ethnic group \_\_\_\_\_ COP Stage \_\_\_\_\_

Traveller Child Yes/No \_\_\_\_\_ Looked After Child Yes/No \_\_\_\_\_ Exclusion Code \_\_\_\_\_

Lunchtime Exclusion Yes/No \_\_\_\_\_ Number of Lunchtimes \_\_\_\_\_

Start \_\_\_\_\_ End \_\_\_\_\_

Fixed Period Exclusion Yes/No \_\_\_\_\_ Number of days \_\_\_\_\_

Date of Offence \_\_\_\_\_ Return to school \_\_\_\_\_

Excluded from \_\_\_\_\_ To \_\_\_\_\_

Permanent Exclusion Yes/No \_\_\_\_\_ Date of offence \_\_\_\_\_

Date Permanent Exclusion starts \_\_\_\_\_ GDCM \_\_\_\_\_

Has the child received previous Fixed Period Exclusions this academic year Yes/No

If so when, and number of days

Signed by Head Teacher

Date

REASON	CODE
<b>Physical Assault against pupil</b> (Fighting/violent behaviour/wounding)	PHP
<b>Physical Assault against adult</b> (Violent behaviour/wounding/obstructing)	PHA
<b>Verbal abuse/threatening behaviour against pupil</b> (Threatened violence/aggressive behaviour/swearing)	VEP
<b>Verbal abuse/threatening behaviour against adult</b> (Threatened violence/aggressive behaviour/swearing)	VEA
<b>Bullying</b> (Verbal/physical/ homophobic/racist bullying)	BUL
<b>Racist Abuse</b> (Racist taunting/harassment/derogatory statements)	RAC
<b>Sexual Misconduct</b> (Sexual abuse/assault/harassment/lewd behaviour)	SEX
<b>Drug and Alcohol Related</b> (Possession of drugs/inappropriate use of prescription Drug dealing, smoking, alcohol abuse)	DRU
<b>Damage</b> (Vandalism/arson/graffiti)	DAM
<b>Theft</b> (Stealing school or personal property/stealing from shops Selling/dealing in stolen property)	THE
<b>Persistent Disruptive Behaviour</b> (Challenging behaviour/disobedience/persistent rule breaking)	PER
<b>Other</b> (Other incidents not covered by any of the other categories)	OTH