



# Exclusion Arrangements

Next review: March 2021

These arrangements should be read in conjunction with other academy policies

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## **1. Acronyms and Educations Terms**

To aid understanding, acronyms, and terms with a particular meaning in an education context, used in this document are:

EHCP	Education health and care plan
FPE	Fixed period exclusion
FSM	Free school meals
GB	Governing body
IRP	Independent review panel
LAC	Looked-after children
MH	Mental health
SEN	Special educational needs
SEND	Special educational needs and/or disabilities
SMT	Senior management team

## **2. Outline**

Exclusions at The Quay School are rare. We have a strong and personalised ethos of restorative and solution focused approaches to enable pupils to develop their own strategies for self-regulation. However, when exclusion is necessary, the following is a guide to what to expect:

1. A pupil who is excluded will be given work for the time they would be aware from the school site.
2. Parents and carers are informed verbally and in writing the reason for the exclusion and are invited to a return to school interview to integrate the young person with their peers.
3. The Local Authority is informed of exclusions as is a student's 'home school' if they are dual registered. As some pupils at The Quay School have an Education Health Care Plan or Statement of Special Educational Needs, the Local Authority will monitor and support these exclusions.
4. If a challenge is made to an exclusion, the Academy's Exclusions Arrangements are adhered to and the Local Governing Body would be notified of the challenge.

## **3. Fixed-Term Exclusion**

Fixed term exclusions will be used as a last resort for students who have been unable to respond to the school's behaviour strategies and continue to disrupt the learning of others or present a risk to themselves or others.

Behaviours that lead to exclusion may include:

- Threatening or intimidating behaviour to other students or staff
- Serious assault on a student or member of staff
- Serious damage to school property
- Possession of or being under the influence of illegal substances
- Possession of a weapon on school premises.

The length of any fixed term exclusion will depend on the seriousness of the offence.

- All incidents will be fully investigated by a member of the Leadership Team. A decision about how to proceed is then taken. The decision to exclude is the Headteacher's or in his absence the Deputy Headteacher's as Acting Headteacher.
- Once this decision has been taken parents will be contacted and, if possible, the student should be collected immediately.
- Confirmation in writing, giving details of the reason for the exclusion, the length of the exclusion will be sent as soon as possible. Parents will be informed of their legal rights. This will be done with direct reference to the Department for Education publication "*Exclusion from maintained schools, academies and pupil referral units in England*" September 2017 or later. Copies of the documentation will be sent to the Local Authority.
- Suitable work will be provided by all teaching staff for collection by the parents / carers.
- In the event of an exclusion of more than two days, home tutor support will be provided whenever possible.
- A re-admission meeting involving the student, parent or carer and the Head / Deputy Headteacher should take place before the student returns to school.
- Details of the timing of the meeting will be contained in the exclusion letter and advised by telephone.
- Prior to the meeting the school will collate a pack of information on the pupil's current progress and attendance.
- The meeting should:
  - review the reasons for the exclusion
  - review targets in the Individual Education Plan
  - identify additional support needs and strategies
  - agree a home-school contract to support improved behaviour for learning
  - discuss the possibility of a Personalised Support Plan (PSP) and review cycle.
- Copies of all documents will be placed in the student file and provided to parents / carers after the reintegration meeting.

#### **4. Permanent Exclusion**

Permanent exclusions from school is a last resort, when all attempts to meet a students' Social, Emotional and Mental Health needs have failed, he/she is unable to conform to school expectations **and** their behaviour is having a serious impact on the learning and safety of themselves or others. Prior to this action being taken the school will have involved a number of outside agencies including the Local Authority, with whom an alternative placement should have been discussed.

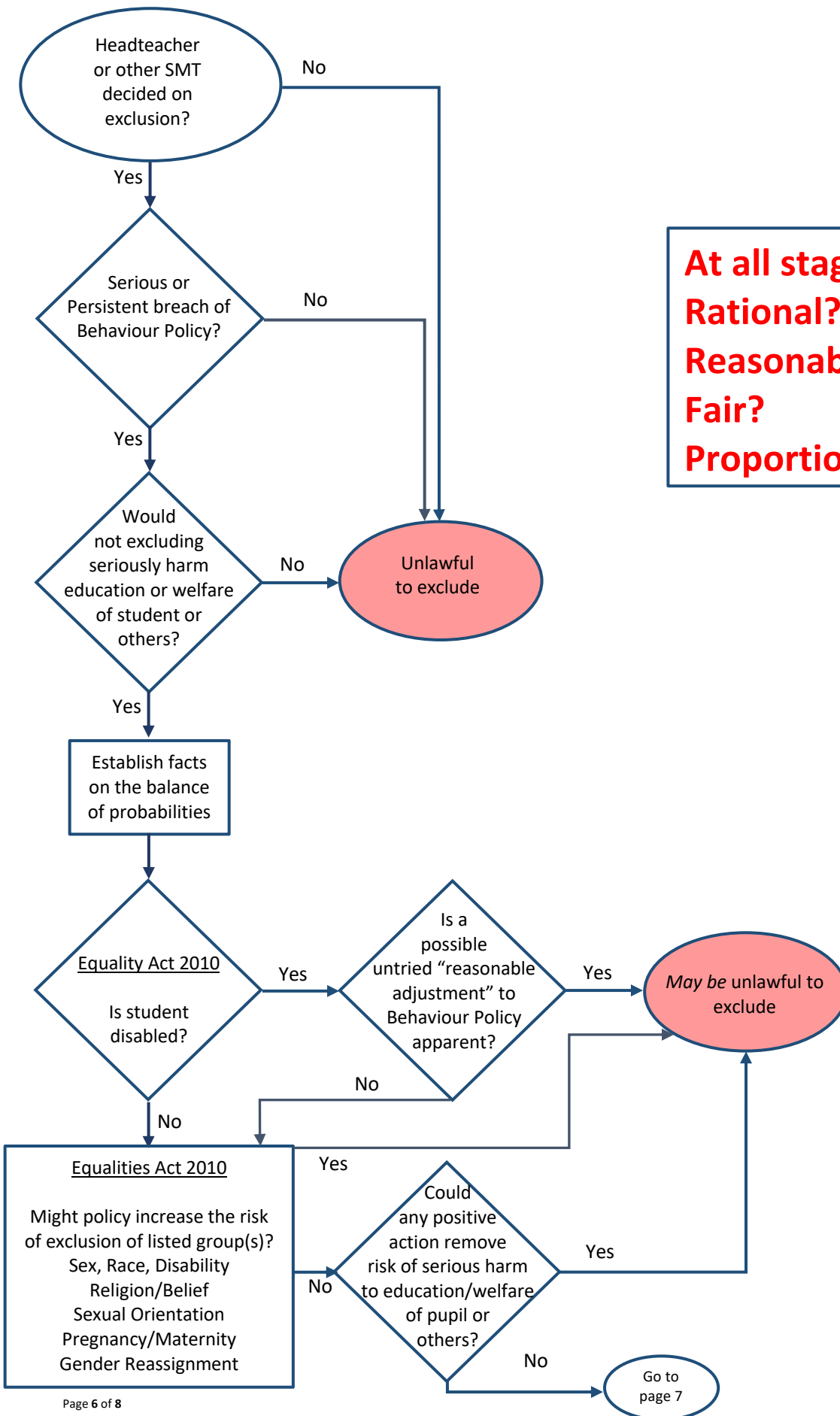
Permanent exclusions could also result from serious incidents such as:

- Dealing in illegal substances
- Assault on a member of staff
- Bringing a weapon onto school premises.

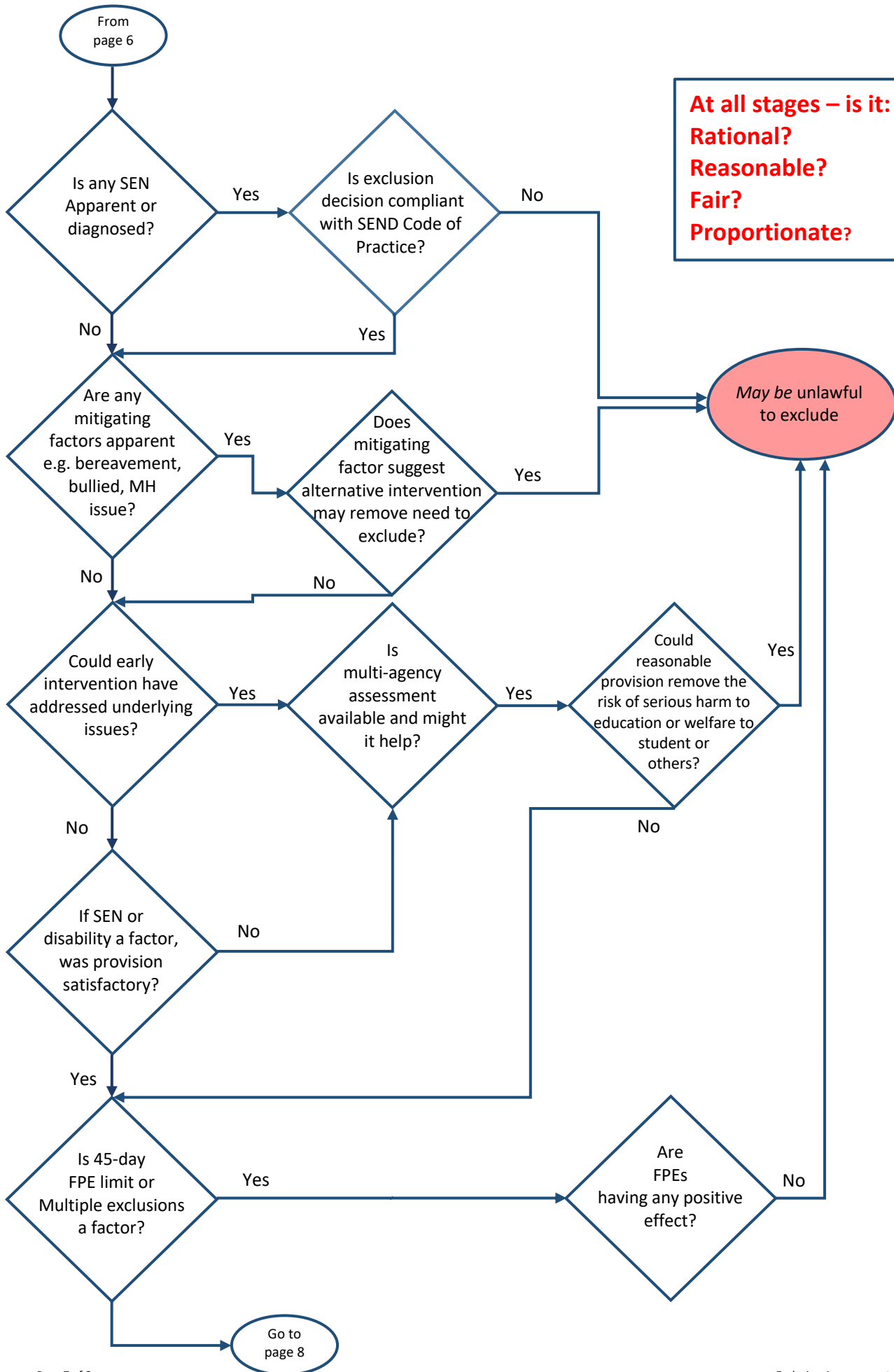
This decision can only be made by the Head Teacher, and then must to be ratified by the Local Governing Body. The Head teacher will inform the Chair of Governors as soon as possible after the decision to permanently exclude a student.

The Chair of Governors will convene a meeting which will deliberate with direct reference to the DfE guidance document "*Exclusion from maintained schools, academies and pupil referral units in England*". In considering whether to reinstate the student, the Local Governing Body will follow the guidance in this document, as well as making direct reference to the relevant Acts and Statutory Instruments. For the guidance of the Head Teacher, parents and governors, the process they will follow when reviewing the decision to exclude is at Appendix A.

**Appendix A Governing Body Exclusion Review Guidance**



**At all stages – is it:  
Rational?  
Reasonable?  
Fair?  
Proportionate?**



**At all stages – is it:  
Rational?  
Reasonable?  
Fair?  
Proportionate?**

*May be unlawful to exclude*

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