



## Exclusion Policy

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### Overview

More serious breaches of the school's Behaviour Policy may include persistent disruption to learning and failure to modify behaviour, bringing the school into disrepute, verbal abuse of staff and acts of physical aggression or violence, serious verbal abuse (racist, homophobic, sexual) or bullying.

For incidents that the school perceives to be serious misbehaviour, pupils will be issued with further sanctions. These can include a period in internal exclusion (IE)), Step-Out, a Fixed-Term Exclusion or Permanent Exclusion.

All pupils involved in a fight can expect to automatically receive a Fixed-Term Exclusion. All victims of assault are entitled to make a formal complaint to the Police.

Please remember the school aims to keep exclusions to a minimum. When issued they are to provide time for us to investigate incidents and for pupils to reflect on their actions.

This procedure promotes our drive to raise attendance and inclusion whilst creating the perfect platform for pupils to learn and teachers to teach. Please be aware that the educational environment is ever changing and modifications may be made to these procedures at any time.

## **Step-Outs**

In agreement with other secondary schools, pupils may be placed on short-term behaviour placement at other establishments in line with the school's intervention strategy. This is a form of intervention we employ in response to a pupil's persistent disruptive behaviour or for a serious breach of the behaviour policy.

Pupils will adhere to the host school's behaviour procedures and arrive and leave at the hosts' school times. It is the parent/carer's responsibility to arrange appropriate transportation to the host schools. Pupils will be expected to attend in full school uniform.

## **Internal Exclusion**

Pupils may be placed in internal exclusion (IE) as an alternative to a fixed-term exclusion. IE provides a space for children to reflect on their behaviour and learning strategies to avoid patterns of behaviour that are leading to a possible exclusion. We aim to counsel pupils and support them to remain within the school's community as well-rounded and respectful individuals.

A reintegration meeting may be held at the end of the IE period to ensure that the pupil has reflected on their actions and is thoroughly prepared to return to lessons and social time.

## **Behaviour Panel**

In some cases where it is deemed a pupil is at risk of exclusion the pupil may be asked to attend a behaviour panel meeting along with their parents or carers. The panel will consist of the Headteacher or Associate Headteacher, Head of Pastoral, Head of Year or House and a school governor. The pupil's conduct will be discussed and a support plan put in place.

## **Exclusions Procedure**

The school has zero tolerance to incidents of serious misbehaviour defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Theft
- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
  - Knives or weapons
  - Alcohol

- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article which a staff member reasonably suspects has been or is likely to be used to commit an offence, or to cause personal injury to, or damage to the property of any person (including the pupil)

A pupil can be excluded if:

There has been a serious breach or persistent breaches of the school's Behaviour Policy and allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

The exclusion of a pupil is an extreme sanction and is only administered by the Headteacher or, in the absence of the Headteacher, whoever is deputising for them. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 days in a single academic year).

Exclusions, whether fixed-term (usually 1-10 days), or permanent, may be used where a pupil has displayed unacceptable conduct which infringes that which is deemed to be acceptable in school.

A pupil can be excluded immediately, especially if there is an immediate threat to the safety of others in the school. For an exclusion to be issued, evidence is very carefully assessed and collated. Records are kept and an investigation precedes any exclusion.

A pupil will be allowed and encouraged to give their account of events.

The Headteacher will, when establishing facts, apply the standard of proof; i.e. 'on the balance of probabilities' the fact is true, rather than the criminal standard.

In the event of an exclusion being carried out, the pupil's parents/carers will be notified by telephone and then by letter.

In the event of a fixed-term exclusion the letter will state the precise period of exclusion (and for a permanent exclusion, the fact that it is a permanent exclusion), the reasons for the exclusion, the school days on which the parent/carers are required to ensure their child is not present in a public place during school hours, and the right to make representation.

The letter will also contain the date, time of return in the case of a fixed-term exclusion and if the exclusion is permanent, the date it takes effect. All exclusions will be treated in the strictest confidence on a 'need to know' basis.

The Governors will be fully informed and involved with these procedures. The Headteacher will inform the Governing Body and LA within one school day of all exclusions longer than five school days, permanent exclusions, and those which would result in a pupil missing a public examination.

It is expected that most exclusions will be of a short (1-5 days), fixed-term nature. Pupils can also be excluded from the school premises at lunchtime. Each lunchtime exclusion is counted as one half day absence.

The school is obliged to make sure that the pupil's parents/carers have been fully informed of their duties during the first five days of the exclusion. The parents/ carers are obliged to ensure that the pupil is not present in public during normal school hours without reasonable justification. Failure to comply with this may lead to the parents/carers being prosecuted.

During any period of exclusion, work will be made available for the pupil. The school will, where possible, send this home with the pupil. If this is not possible, parents/carers can collect the work from the school or provide an e-mail address for work to be sent to. It is the pupil's responsibility to bring this work back into the school on their return for marking.

Following a fixed-term exclusion, the Head of House/Year will arrange a reintegration meeting with the parents/carers of the excluded pupil. The pupil will be present for all or part of the interview and a member of Senior Leadership Team may also be present.

A Pastoral Support Plan may be offered to help the parents/carers take responsibility for their child, and any other support which is required will be discussed.

The school will be mindful of the Equality Act when making decisions.

If a pupil receives consecutive fixed-term exclusions, these are regarded as a cumulative period of absence and so if the pupil has more than five consecutive days of exclusions, then education will be arranged for the sixth school day regardless of whether this is as a result of more than one fixed-term exclusion. If the pupil is excluded permanently then it is the responsibility of Trafford LA to provide full-time education from and including the sixth day.

When a pupil is permanently excluded a Pupil Discipline Committee will take place 15 working days after the exclusion is made. During this meeting the Headteacher will present the case for permanent exclusion and the pupil and parents/carers can make their representations. A panel of school Governors will chair the meeting and a LA representative will also be present. The Governors can choose to uphold the exclusion or to overturn the decision.

## **Independent Review Panel**

If parents/carers apply for an independent review panel within the legal time frame, Blessed Thomas Holford must arrange for one to take place to review the decision of the governing body not to reinstate a permanently excluded pupil.

Any application outside the legal time frame will be rejected by the school.

The school will follow the guidance as set out in the DfE Statutory Guidance September 2017 / Changes to School Exclusion process during the Coronavirus (COVID-19) outbreak on the members and role of the independent review.

<https://www.gov.uk/government/publications/school-exclusion>

Any pupil who is permanently excluded will not be removed from the school register until the appeals process has been completed.

If a pupil lives outside the LA their 'home' LA will also be informed of the exclusion, if a pupil is permanently excluded.

There are extensive guidelines from the DfE Statutory Guidance and the guidance from Trafford Authority, which will be adopted during such proceedings.

If the pupil has an Education, Health and Care Plan, the local authority must ensure that an appropriate full-time placement is identified in consultation with parents/carers.

### **Role of the Governing Body**

The Governors will be fully informed and involved with these procedures. The Headteacher will inform the Governing Body and LA within one school day of any permanent exclusions, exclusions longer than five school days or more than 10 lunchtimes in a term, and those which will result in a pupil missing a public examination.

The Governing Body has a duty to consider the parents'/carers' representations about an exclusion. Annex A of the DfE's statutory guidance for exclusions will be followed.