



TOOTING PRIMARY SCHOOL

Exclusions Policy

**This policy was agreed on 1st November 2016.
To be reviewed in November 2017.**

This policy to be read in conjunction with; Behaviour and discipline Policy

Tooting Primary School Exclusions Policy

Rationale

The aim is to set out clearly what strategies will be used when the behaviour of a pupil becomes unacceptable. This policy will give an overview of the rules and legislation governing the Exclusion process.

Strategies

Strategies to improve pupil behaviour may include the following, however a serious breach of rules may mean that exclusion will occur without reference to any or all of these:

- Pupils are given every opportunity to improve his/her behaviour following procedures outlined in the Behaviour Policy.
- Identifying any special needs, educational, emotional or behavioural, and seek the support of other agencies such as Learning and Behaviour Support, Educational Psychology or Medical Services.
- Negotiate Pastoral Support Plan or Individual Behaviour Plan and individual homeschool strategies with the pupil and parents or guardians.
- Issuing a formal warning.
- Withdrawal from class for a cooling off period of up to one day.
- Involving social services or the police in very extreme cases.

Every effort however will always be taken to help a child improve his/her behaviour before reaching the decision to exclude.

Types of Exclusion

There are two types of exclusion: **fixed period and permanent:**

Fixed period exclusion may not exceed 45 days in any one year; if a child has been excluded for a fixed period, schools should set and mark work for the first 5 school days.

If the exclusion is longer than 5 school days, the school must arrange full-time education from the sixth school day.

Day 6 Provision

In Wandsworth, Tooting Primary School provides accommodation for any child receiving Day 6 provision. This means that a child may be excluded from school for 5 days and can then be offered a further 10 days provision at TPS. Tooting Primary School can also make use of this provision for its own children; a separate 1:1 tutor (not school staff) is employed to work with the child excluded. They receive a separate curriculum and have no contact with the children in school.

The Exclusion Process

- Exclusions will be used sparingly and only if there are serious breaches of the schools behaviour policy or civil law; or if allowing the pupil to remain in school would be seriously detrimental to the education or welfare of the pupil, or other children and/or staff.
- The Head teacher holds responsibility for taking the decision to make a permanent exclusion. However in the absence of the Head teacher the Deputy or other senior teacher in charge may make a fixed term exclusion.
- Permanent exclusion will only be used as a last resort, when all other reasonable steps have been taken without success.
- In extreme circumstances permanent exclusion may happen for a first or 'one off' offence. This is likely to be an occasion of serious or threatened violence against a pupil or staff member but would be extremely rare.

- Before taking the decision to permanently exclude the Head teacher will take certain factors into account such as:
 - the age of the pupil
 - his/her health
 - previous record
 - domestic situation
 - parental or peer pressures
 - severity or frequency of the behaviour
 - the likelihood of recurrence
 - whether the behaviour occurred on school premises
 - whether the behaviour was committed alone or as part of a group.
- Exclusion will not be used for minor offences or as a punishment for non-attendance. Where attendance is the problem, the education welfare service will be involved.
- Where it is decided that an exclusion is needed, all necessary steps will be taken to refer the pupil for support or to other relevant local support agencies.

Procedures for Exclusion

When making an exclusion the Head teacher, or in the absence of the Head teacher the Deputy Head must immediately:

- Inform the child's parents or guardians their child has been excluded, the type and length of the exclusion and the reasons for it.
- Inform the parents of their right to appeal to the Governing Body in writing.
- Inform the Chair of Governors.
- Inform the Local Authority the same day, by use of a referral form, of the exclusion followed up by more detailed information within the next four days.
- Provide systems for work to be set for the child to undertake at home during a fixed Exclusion.

Procedures for permanent exclusion: Action by the Governing Body

The Governing Body will nominate a pool of governors (none of whom may be a member of staff) to serve on Discipline Committees. When a Discipline panel is required the nominated governors will be asked to form the Committee, this will need to be two members to be quorum. A clerk to the Discipline Committee will also be nominated.

If the parents give notice that they wish to make representations, the governing body should arrange a meeting to discuss the exclusion as soon as is practicable according to set criteria (see table at end for details). The meeting should be arranged at a time and place convenient for the parents within reason. All efforts should be made to provide an environment which avoids intimidation and excessive formality. The governing body should advise parents and pupils that they may, if they wish, have someone of their own choice to accompany them and assist them at the meeting. The meeting should serve for the purpose of enabling the parents to have their views heard and for the parents to hear the views of the school.

The decision of the meeting and the reason for the decision should be clearly communicated to the parents without delay.

Time Limits Number of school days

- For a permanent exclusion, or fixed exclusions totalling 5 days in a term, a meeting must be held.
- The parent/s, Head, and a Trust Member should be invited.
- Written statements (including witness statements) should be sought and circulated in advance of the meeting.

- Time scale for written decision - Within one day of the hearing, reasons of the Discipline Committees decision will be shared with parents/carers.
- Parents have the right to request an Independent Review Panel. Where requested by a parent, an SEN expert needs to be appointed by the local authority or academy trust to advise the independent review panel.
- The independent review panel can uphold the decision to permanently exclude a pupil; recommend that the governing body reconsider its decision; or direct the governing body to reconsider its decision. A direction to reconsider is limited to circumstances where a panel decides that the school has acted illegally, irrationally or where there are significant flaws in procedure. Where a governing body decides not to offer to reinstate a pupil following a direction from a panel to reconsider its decision, the panel is expected to require an adjustment to a schools budget or payment of £4000 towards the cost of alternative provision.
- Where a parent alleges discrimination (under the Equality Act 2010) in relation to a fixed period or permanent exclusion, they are able to make a claim to the First-tier Tribunal (for disability discrimination) or a County Court (for other forms of discrimination).
- **EASS (Equality Advisory Support Service) helpline**
Telephone: 0808 800 0082
Textphone: 0808 800 0084
Monday to Friday, 9am to 8pm
Saturday, 10am to 2pm
FREEPOST
Equality Advisory Support Service
FPN4431
- Schools Discipline Committee upholding a permanent exclusion. This must be requested within 15 days of the date of notification. The LA appeals committee must meet within 15 days of the request.

Reintegration after an Exclusion

Following fixed term exclusion, the child and parents/carers are expected to meet with the HT before returning to class. This meeting will be to discuss ways forward and ensure that the child is ready to return to school.