



**Collingtree  
Church of England  
Primary School**

# Exclusion Policy

**Faith to believe we can all achieve.**

<b>Date First Issued:</b> June 2018	<b>Date Last Reviewed:</b> June 2018	<b>Review Frequency:</b> Bi-Annually
<b>Written by:</b> JIGSAW / Richard Albert		<b>Approved by:</b> Governors – June 2018
<b>Committee Chair Signed/Date:</b>		

**Scope**

This document is applicable to the following:

✓	Parent/s & Carers	✓	Staff	✓	Community
✓	Children	✓	Governors	✓	Volunteers/Visitors
✓	Contracted external support				

## **Introduction**

Collingtree Church of England Primary School is an inclusive school which aims to promote equality in all aspects of school life. This policy is to be read alongside the schools Behaviour Policy and the DfE guidance ([“Exclusion from maintained schools, academies and pupil referral units in England”](#), September 2017). Where relevant, this policy may make reference to other school policies.

The school takes a positive approach to encouraging good behaviour, however, it recognises that discipline in the school is essential to ensure that all pupils benefit from the opportunities provided by education. The Government supports head teachers in using exclusion as a sanction where it is warranted. Nevertheless, it is important to say that the exclusion of a pupil, either for a fixed period or permanently, from our school will only be used as a last resort.

In addition to ourselves, as a Staff and Governing Body, Peterborough Diocese Education Trust (PDET), the multi-academy trust to which we belong, has an expectation that schools will have employed a range of measures to prevent the need for exclusion. It is the responsibility of all individuals working with pupils within the school to ensure that no exclusion will be initiated without first exhausting other strategies or in the case of a serious incident, a thorough investigation. Whilst exclusion may still be an appropriate sanction, the Executive Headteacher will investigate whether any contributing factors may have led to the incident of poor behaviour e.g.: a pupil has suffered bereavement or has mental health issues.

## **Reasons for Exclusion**

- A serious breach of the school’s values, rules or policies.
- A risk of harm to the education or welfare of the pupil or others in the school.
- Physical or verbal assault against a pupil, member of staff or others in the school. ☞ Serious damage to school property
- Theft
- Bringing weapons into school
- Persistent disruptive behaviour
- Persistent bullying
- Indecent behaviour
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student’s behaviour.

Occasionally unacceptable behaviour may prove to be persistent and this is where a Fixed Term Exclusion may be actioned, in which case an individual Pastoral Support Plan (PSP) will be drawn up with the parents to support that child in school.

## **Fixed Term (temporary) Exclusions**

A fixed term exclusion will be for the shortest time necessary. An exclusion for a period of time ranging from half a day to 5 days for persistent or cumulative problems will be imposed only when the school has offered and implemented a range of support and management strategies. Examples of some of the strategies used are:

- Discussion with the pupil
- Discussions with parents
- Sanctions (consequences) in school (see the Behaviour Policy for details)
- Checking on any possible provocation
- Internal exclusions (learning away from the class, being supervised inside during break and lunchtimes)
- Referral to outside support agencies

It is important to note that exclusion will not be used for minor incidents such as academic performance or lateness. A fixed term exclusion may be used in response to a serious breach of school rules or policies. In such a case, the Executive Headteacher will investigate the incident thoroughly and consider all the evidence to support the allegation, taking account of all the school policies. The child will be encouraged to give their version of events and the Executive Headteacher will check whether the incident may have been provoked e.g. by bullying or racial harassment.

For the first 5 days of a fixed-term exclusion, the school must send homework for the pupil and arrange to have this homework marked. For fixed-term exclusions of more than 5 days, the school is responsible for arranging suitable alternative full-time education from the 6th day until the end of the exclusion. The school is also aware of its duty to provide a strategy for reintegrating pupils that return to school following fixed term exclusion, and for managing their future behaviour.

If a pupil has received numerous exclusions or is approaching the legal limit of 45 school days of fixed-period exclusion in an academic year, the school has a duty to consider whether exclusion is considered to be an effective sanction.

### **Procedure for Making a Fixed Term Exclusion**

1. Head teacher takes the decision to exclude a pupil for a fixed period.
2. Contact the parent/carer ideally by telephone to arrange the collection and supervision of the pupil. The child's welfare must ALWAYS be the prime consideration.
3. The Head teacher must give written notice to the parents informing them of:
  - The precise period and the reasons for the exclusion
  - The parents' duties during the first 5 days
  - The parents right to make a representation to the governing body and the person the parent should contact if they wish to make such representations
  - The arrangement to set and mark work for the pupil during the initial 5 day period.
  - If relevant, the school day on which they will be provided with full time education.
  - Details of the reintegration interview. An OCC model letter for this process can be found in Appendix 1.

The Executive Headteacher must inform the Governing Body and Social Inclusion Officer if a pupil is excluded for more than 15 days in any one term. Children can be excluded for 1 or more fixed periods, up to a maximum of 45 school days in any one school year. A fixed period exclusion does not have to be for a continuous period. A fixed period may be extended to, or converted to, a permanent exclusion in exceptional cases, usually where further evidence has been uncovered. The school has a duty to arrange full time education from and including day 6 of the exclusion (see model letter in Appendix 2) and has a duty to provide full time education for a looked after child from day 1.

When returning back to school an interview will be arranged with the Executive Headteacher (or a senior member of staff) and the parent and child on the school premises. If the parent fails to attend, the school will keep a record of the failure as this could be taken into account at court in deciding whether to impose a parenting order.

Parents have the right to make a representation to the governing body for any fixed term exclusion. The school is also aware that sending children home from school during lunchtime will also be considered a temporary exclusion. Informal exclusions such as sending a child home to “cool off” are unlawful, regardless of whether they occur with the agreement of parents. Any exclusion of a pupil must be formally recorded (DfE 2012). The procedure for this is the same as above and there is a model letter to parents in Appendix 1.

## **Permanent Exclusions**

The school considers permanent exclusion to be a very serious step and the Executive Headteacher will investigate the incident thoroughly before this decision is made. As with a fixed term exclusion, permanent exclusion will follow a range of strategies set out by the school and detailed in the Behaviour Policy and will be seen as a last resort, or it will be in response to a very serious breach to school rules and policies such as:

- Serious actual or threatened violence against another pupil or a member of staff.
- Carrying an offensive weapon
- Persistent bullying
- Racial harassment

### **Procedure for Making a Permanent Exclusion**

1. Head teacher takes the decision to exclude a pupil permanently
2. Contact the parent/carer immediately ideally by telephone.
3. The head teacher must give written notice to the parents informing them of specific information found in the LA guidance (see template letter in Appendix 4)
4. The Head teacher must inform the governing body and LA within 1 day on the appropriate form (found on OCC Schools website)
5. The school has a duty to arrange full time education from, and including, day 6 of the exclusion.
6. The school has a duty to provide full time education for a looked after child from day 1.
7. On receiving notice of the exclusion, the governing body must convene a meeting within 15 school days to review the exclusion and to consider reinstatement. They must invite the parent, the head teacher and a LA Social Inclusion officer. Papers including written statements must be circulated at least 5 days before the meeting.
8. The governing body may ask for advice from the LA officer, but must make the decision alone, asking other parties to withdraw. The clerk may remain.
9. The governing body must inform the parent, Head teacher and LA officer of their decision in writing within 1 day of the hearing stating reasons.
10. LA to contact parent within 3 working days indicating the latest date by which a review can be lodged.
11. The child to be removed from the register only when the review process is complete.
12. Where parents dispute the decision of a governing body not to reinstate an excluded pupil, they can ask for this decision to be reviewed by an independent review panel.

N.B It is the Chair of Governors responsibility to direct the governing body of the school to details of their responsibilities when considering exclusions. Details of Governor responsibilities regarding exclusions can be found in "Exclusion from maintained schools, academies and pupil referral units in England", September. 2017.

### **Behaviour Outside School**

Pupils' behaviour outside school on school trips or at sports fixtures etc, is subject to the school's behaviour policy. Poor behaviour in such circumstances will be dealt with as if it has taken place in school. For behaviour outside school, not on school business, it is at the discretion of the Executive Headteacher whether or not to exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupils as a whole, or if it is deemed to be damaging to the reputation of the school.

## **Pupils with Special Educational Needs and Disabled pupils**

The school must take account of any special educational needs when considering whether or not to exclude a pupil. We have a duty under the Equality Act 2010 not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. Head teachers and the governing bodies must take into account their statutory duties in relation to SEN when administering the exclusion process. This includes having regard to the SEN Code of Practice and a Duty of Care. The Executive Headteacher will take reasonable steps to ensure that the school responds to a pupil's disability so that the pupil is not treated less favourably, this includes a duty to make reasonable adjustments to policies and practices. Reasonable steps could include:

- Differentiation in the school's behaviour policy
- Developing strategies to prevent the pupil's behaviour
- Requesting external support for the child
- Staff training

Collingtree Church of England Primary School recognises that it should engage proactively with parents in supporting the behaviour of its pupils with additional needs and is aware that whether or not a school recognises that a pupil has SEN, all parents have a right to request the presence of an SEN expert if their case is to be reviewed by an independent panel.

If the school has concerns about the behaviour, or risk of exclusion, of a child with additional needs such as a pupil with an EHC plan or a looked after child, it is aware that it should consider what additional support may be required. Where a pupil has an EHC plan, schools should consider requesting an early annual review or interim/emergency review.

## **Temporary Reduced Timetable**

In some cases, the school may consider it appropriate to the needs of a particular child, to offer a reduced timetable for a limited period. In this situation, paramount consideration would be given to safeguarding the child and a thorough risk assessment would be carried out. Any reduced timetable would be planned within a pastoral support plan (PSP). The timetable would be time-limited with a clear plan to increase attendance back to full time, involve professionals working with the child/family, and ensure that parents have given their full consent. A proforma for a temporary reduced timetable can be found in Appendix 3. This must be completed, signed and then sent to the LA. The documents below should be read when considering a reduced timetable.

The documents relating to Northamptonshire Exclusion Guidance can be found at this link: <http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/pupil-support-and-inclusion/attendance-and-behaviour/Pages/exclusions.aspx>

And the Northamptonshire 'Children Missing from Education' guidance can be found at this link: <http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/pupil-support-and-inclusion/attendance-and-behaviour/Pages/children.aspx>

## **Marking Attendance Registers Following Exclusion**

When a pupil is excluded, he/she should be marked absent using Code E. Where alternative provision is made, and pupils attend it, they will be marked using either code B (education off site) or code D (dual registration)

# Appendix 1

**Model letter 1 – From the head teacher of a Primary, Secondary or Special school or teacher in charge of a PRU/ Principal of an Academy/Free School notifying parent of a fixed period exclusion of 5 school days or fewer in one term.**

Dear **[Parent's name]**

I am writing to inform you of my decision to exclude **[pupil's name]** for a fixed period of **[specify period]**. This means that he/she will not be allowed in school for this period. The exclusion begins/began on **[date]** and ends on **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[pupil's name]** has not been taken lightly. **[Pupil's name]** has been excluded for this fixed period because **[reason for exclusion this can be more than one reason]**.

**[For pupils of compulsory school age]**

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion on **[specify dates]** unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for **[pupil's name]** to be completed on the days specified in the previous paragraph as school days during the period of his/her exclusion when you must ensure that he/she is not present in a public place without reasonable justification. **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the governing body/management committee (Academies refer to governing body sometimes as the board of directors of the Academy Trust. If you wish to make representations please contact **[Name of Contact]** at **[contact details — address, phone number, email]**, as soon as possible. Whilst the governing body/management committee/board of directors of the Academy Trust, has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

**[This paragraph can be used if school/PRU/academy chooses to hold a reintegration interview.]**

You and **[pupil's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school to discuss how best we can support your child.

Exclusion guidance can be obtained from the Department for Education website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>. You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or on <http://www.childrenslegalcentre.com/>.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal. (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>).

Advice on the exclusions process can also be obtained from the Educational Inclusion & Partnership Team on 0300 126 100 or via the online contact form available [https://northamptonshire-self.achieveservice.com/service/Contact the Educational Inclusion and Partnership Team](https://northamptonshire-self.achieveservice.com/service/Contact%20the%20Educational%20Inclusion%20and%20Partnership%20Team) or Information Advice Support Service (IASS) on 01604 636111 [contact@iassnorthants.co.uk](mailto:contact@iassnorthants.co.uk) (for pupils with special educational needs)

**[Pupil's Name]**'s exclusion expires on **[date]** and we expect **[pupil's name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

**[Name]**

Head teacher (teacher in charge of a PRU)  
Principal of Academy/Free School

## Appendix 2

**Model letter 2 - From the head teacher of a Primary, Secondary or Special school or teacher in charge of a PRU/ Principal of an Academy/Free School notifying parent(s) of a pupil's fixed period exclusion of more than 5 school days (up to and including 15 school days) in a term.**

Dear **[Parent's name]**

I am writing to inform you of my decision to exclude **[pupil's name]** for a fixed period of **[specify period]**. This means that **[pupil's name]** will not be allowed in school for this period. The exclusion start date is **[date]** and the end date is **[date]**. Your child should return to school on **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but my decision to exclude **[pupil's name]** has not been taken lightly. **[Pupil's name]** has been excluded for this fixed period because **[specify reasons for exclusion]**.

**[For pupils of compulsory school age]**

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days **[or specify dates if exclusion is for fewer than 5 days]** of this exclusion, that is on **[specify dates]**. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for **[pupil's name]** during the first five school days of his/her exclusion **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the **[6th school day of the pupil's exclusion [specify date] until the expiry of his exclusion we [For PRUs the local authority, for Academies it would be the Academy Trust] - set out the arrangements for provision if known]** will provide suitable full-time education. On **[date]** he/she should attend at **[give name and address of the alternative provider if not the home school/Academy]** at **[specify the time]** and report to **[staff member's name]**. **[If applicable — say something about transport arrangements from home to the alternative provider.]**

You have the right to request a meeting of the governing body/PRU's management committee/board of directors of the Academy Trust to whom you may make representations, where the decision to exclude can be reviewed. As the period of this exclusion is more than 5 school days in a term the governing body/management committee/ board of directors of the Academy Trust must meet if you request it to do so. The latest date by which the governing body/management committee/board of directors of the Academy Trust must meet, if you request a meeting, is **[specify date — no later than the 50th school day after the date on which the governing body/management committee/board of directors were notified of this exclusion]**. If you do wish to make representations to the governing body/management committee/ board of directors of the Academy Trust and wish to be accompanied by your child and friend or representative, please contact **[name of contact] on/at [contact details — address, phone number, email]**, as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). Making a claim would not affect your right to make representations to the discipline committee.

**[This paragraph can be used if school/PRU/academy chooses to hold a reintegration interview.]**

You and **[pupil's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

Advice on the exclusions process can also be obtained from the the Educational Inclusion & Partnership Team 0300 126 100 or via the online contact form available at:

[https://northamptonshire-self.achieveservice.com/service/Contact\\_the\\_Educational\\_Inclusion\\_and\\_Partnership\\_Team](https://northamptonshire-self.achieveservice.com/service/Contact_the_Educational_Inclusion_and_Partnership_Team)



or Information Advice Support Service (IASS) on 01604 636111 [contact@iassnorthants.co.uk](mailto:contact@iassnorthants.co.uk) (for pupils with special educational needs)

Exclusion guidance can be obtained from the Department for Education website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>. You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or on <http://www.childrenslegalcentre.com/>.

**[Pupil's name]**'s exclusion expires on **[date]** and we expect **[pupil's name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

**[Name]**

Head teacher (teacher in charge in case of a PRU)

Principal of Academy/Free School

Fixed term exclusion of more than 5 days up to and including 15 days V1 18.06.13

## Appendix 3

### Model form - Temporary Reduced Timetable

Guidance on reduced timetables can be found on the following link:

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/pupil-support-and-inclusion/attendance-and-behaviour/Pages/reduced-timetables.aspx>

A reduced timetable can only proceed with parents' signed consent to both the plan and proforma.

<b>Pupil Name:</b>		<b>DOB:</b>		
<b>School:</b>		<b>National Curriculum Year:</b>		
<b>SEN Status:</b> YES / NO				
<b>LAC:</b> YES / NO				
<b>Plan under which reduced timetable is monitored/reviewed (e.g. CAF, PEP, PSP, IBP, IEP):</b>				
<b>Date of meeting where reduced timetable discussed:</b>				
<b>Plan attached (please tick) YES / NO</b> If No, why?				
<b>Reduced Timetable Start Date:</b>		<b>Reduced Timetable Review Date:</b>		
<b>Reason for Reduced Timetable (please tick)</b> 1. Part of in school support package 2. Medical Reasons (supported by medical professionals) 3. Reintegration 4. Other If 'Other', state reason:				
<b>Weekly Timetable - Number of Teaching Hours Allocated:</b> <i>Please state number of hours teaching time per morning/afternoon session each day AM PM</i> (Attendance Code C should be used for times pupil not expected in school/alternative provision)				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Date pupil will return to full time provision:</b>				
<b>Parental Agreement</b> <i>I hereby confirm that the school has a copy of this agreement that is signed by the parent(s) to consent to the reduced timetable as outlined in the attached plan.</i> <b>Parental consent:</b> _____ <b>Date:</b> _____				

This form should be sent in each time the allocated teaching hours change.

Please complete the online form at:

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/pupil-support-and-inclusion/attendance-and-behaviour/Pages/exclusions.aspx>

It is important you retain the original signed copy for your records.

## Appendix 4

### Model letter 3 -

**From the head teacher of a Primary, Secondary or Special school or teacher in charge of a PRU/ Principal of an Academy/Free School notifying the parent(s) of the pupil's permanent exclusion.**

Dear [Parent's Name]

I regret to inform you of my decision to permanently exclude **[pupil's name]** with effect from **[date]**. This means that **[pupil's name]** will not be allowed in this school/this PRU unless he/she is reinstated by the governing body/the discipline committee (management committee in case of a PRU)(board of directors of the Academy Trust).

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[pupil's name]** has not been taken lightly. **[Pupil's name]** has been excluded because **[reasons for the exclusion — include any other relevant previous history]**.

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, i.e. on **[specify the precise dates]** unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

Alternative arrangements for **[pupil's name]**'s education to continue will be made. For the first five school days of the exclusion we will set work for **[pupil's name]** and would ask you to ensure this work is completed and returned promptly to school for marking. From the sixth school day of the exclusion onwards — i.e. from **[specify the date]** the local authority **[give the name of the authority]** will provide suitable full-time education. **[set out the arrangements, if known.]**

As this is a permanent exclusion the governing body (or management committee in case of a PRU/or board of directors of the Academy Trust) must meet to consider it. At the meeting you may make representations, your son/daughter can also attend the meeting if you wish and ask them to reinstate your child in school. The governing body/PRU management committee/board of directors of the Academy Trust have the power to reinstate your child immediately or from a specified date, or alternatively, they have the power to uphold the exclusion in which case you may make application against their decision to an Independent Review Panel. The latest date by which the governing body/PRU management committee/board of directors of the Academy Trust must meet is **[specify the date — the 15th school day after the date on which the governing body/PRU management committee/ board of directors of the Academy Trust was notified of the exclusion]**. If you wish to make representations to the governing body/PRU management committee/ board of directors of the Academy Trust and wish to be accompanied by your son/daughter, a friend or representative please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. You will, whether you choose to make representations or not, be notified by the governing body/PRU management committee/ board of directors of the Academy Trust of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). Making a claim would not affect your right to make representations to the governing body/management committee/board of directors of the Academy Trust.

Exclusion guidance can be obtained from the Department for Education website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>. You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or on <http://www.childrenslegalcentre.com/>.

Advice on the exclusions process can also be obtained from the Educational Inclusion & Partnership Team 0300 126 100 or via the online contact form available [https://northamptonshire-self.achieveservice.com/service/Contact\\_the\\_Educational\\_Inclusion\\_and\\_Partnership\\_Team](https://northamptonshire-self.achieveservice.com/service/Contact_the_Educational_Inclusion_and_Partnership_Team)

or Information Advice Support Service (IASS) on 01604 636111 [contact@iassnorthants.co.uk](mailto:contact@iassnorthants.co.uk) (for pupils with special educational needs).

Yours sincerely

**[Name]**

Head teacher (teacher in charge in case of a PRU)

Principal of Academy/Free School

Permanent exclusion template letter V1 18.06.13.