



**St. Andrew's**  
C.E. Primary School

## **Exclusion Policy**

Exclusion is seen as the last resort in the school's system of sanctions. The aim of the school is to keep children in school unless cases of indiscipline or breach of school rules are such that exclusion can be seen as the only way to maintain the safety of individuals, good order, behaviour and discipline.

Where there is a risk of exclusion a Support Plan will be in place. The Governing Body Attendance and Discipline Panel, and the Local Authority Inclusion Officer will be informed

Exclusion can be of two types:

- ❖ **Fixed term**, where the pupil is normally excluded for between 1 and 5 days at one time; up to a maximum of 15 days within a term.  
Including fixed period lunch time exclusion.
- ❖ **Permanent**

Exclusion can only be sanctioned by the Head Teacher and all procedures associated with it are carried out in accordance with LA authority guidance (accessible on the staff O drive or file in Head Teacher's office).

Whenever possible, a parent/carer is contacted by telephone in the first instance. A formal letter follows with copies to the Chair of Governors and the LA Inclusion Officer. All letters and guidance to parents will follow LA models.

The Head Teacher maintains an exclusion central record, which records the details of each exclusion and is responsible for the paperwork. A report on the number, type and nature of exclusions is given to the Governing Body on a termly basis with term-on-term and year-on year comparisons by total, age and gender.

Where possible, work is set for the period of exclusion.

Following a fixed term exclusion, the pupil and their parent/carer are seen by the Head Teacher prior to being re-admitted to school (reintegration meeting).

In some cases, a pupil may have one or more fixed term exclusions coupled with a poor behaviour record and is likely to be permanently excluded unless the behaviour changes. In some cases, the pupil and a parent/carer will be asked to attend an interview and set up a Support Plan. The GB Attendance and Discipline Panel will take part in this process.

Procedures for a permanent exclusion follow LA and DfE protocols. A Pupil Discipline Committee of at least three governors (excluding staff) considers a report from the Head Teacher and representatives from the parent/carer within 15 school days. If the permanent exclusion is upheld, the parent/carer is given advice by the Local Education Authority to determine future provision for the pupil. The parent/carer may appeal to Rochdale Council, if they are unhappy with the decision of the Attendance and Discipline Panel.

Whilst the school reserves the right to make exceptions in individual cases, the following guidelines are used. They apply to a first offence unless otherwise stated:

<b>Offence</b>	<b>Sanction</b>
Disruptive/aggressive behaviour at lunch time	Half a day exclusion
Intentional damage to school property	1 day exclusion
Violence towards another person	1 day exclusion
Swearing at or abuse of an adult	1 day exclusion
Persistent disruptive behaviour leading to serious impact on the learning of other children	1-5 days exclusion
Intentional theft	1-5 days exclusion
Extreme violence towards another person	Permanent exclusion
Assaulting a member of staff	Permanent exclusion

In addition, exclusion may be used for on-going serious disruption when all other sanctions have failed.

### **References**

Equalities Act: 2010

St Andrew's CE Equalities Policy

St Andrew's Behaviour Policy

LA Managed Move Protocols

Behaviour and Discipline in Schools: DfE

Preventing & Tackling Bullying; Advice for School Leavers, Staff and Governing Bodies: DfE

Education Act: 2011

The School Discipline (Pupil Exclusions and Reviews, England) Regulations:2012