



## **William Levick Primary School** **Exclusion Policy and Procedures**

### **Policy Statement**

At William Levick Primary School we believe that every child has a right to an appropriate education and to remain safe and happy whilst they are in our care. With this in mind we adopt an exclusion policy based on guidance from DfE (2012) to ensure that there are procedures in place to deal with any child putting at risk the safety or well-being of themselves or others.

The school's behaviour policy details how we support and manage children who are not adhering to our school values and rules. For most children these systems work very well and support the child to manage their behaviour appropriately.

Despite these robust and effective systems, there may be occasions where individuals continue to demonstrate inappropriate behaviour and mechanisms beyond the school behaviour system must be applied.

### **Internal Procedures:**

The Headteacher and other appropriate school staff will work to engage parents / carers of children demonstrating persistent inappropriate behaviour to put in place support mechanisms which may include:

- Personalised behaviour management plans
- Engagement in Positive Play programme
- Referral to the Multi-Agency Team for child / family support
- Referral to the Educational Psychologist
- Referral to School Health Team
- Referral to CAMHS
- Enrolment in Art Therapy
- Behaviour risk assessments and involvement of the Behaviour Support Service
- Application for nurture group support

Not all the above mechanisms will be appropriate for an individual child, but it is anticipated that, once all those deemed appropriate have been explored / implemented, the child's behaviour will be significantly improved.

If this is not the case and there is not a significant improvement in behaviour, or if during the period of support listed above there are incidents that warrant alternative action, the following processes of exclusion will be applied.

The school makes use of three types of exclusion:

- Internal exclusion
- Fixed term exclusion
- Permanent exclusion

The school will consider exclusion if:

- a child is adversely affecting the learning of others
- a child continually demonstrates aggressive/violent behaviour to other children or staff.
- a child continually uses inappropriate language (swearing )
- a child continually makes inappropriate remarks, such as racist, sexual, homophobic comments

- a child is likely to cause harm to other children or adults
- a child damages School property

**Internal exclusions:**

If a child is disrupting the learning of others and preventing the teacher from delivering learning to the rest of the class the individual child will be withdrawn from the classroom. The child will be expected to complete their class work outside of the classroom under the supervision of the most senior available member of staff. Any internal exclusions will result in a red card as part of the school's behaviour management system and will be recorded in the school's behaviour record file. Parents / carers will be informed if their child has received an internal exclusion of more than one lesson during the school day.

**Fixed term exclusions:**

All inappropriate behaviour as listed above is recorded in the school's behaviour file. If a child continues to demonstrate inappropriate behaviour with no improvement a fixed-term exclusion may be applied.

In addition, if a child's behaviour is so extreme on any one occasion so as to present danger to others, fixed-term exclusion may also be applied.

Possible behaviours that would result in fixed term exclusion:

- Refusal to comply with reasonable instructions issued by the school staff
- Physical assault of children or staff
- Verbal abuse directed at children or school staff
- Theft
- Possession or misuse of drugs or other illegal/dangerous substances/weapons
- Sexual / Racist behaviour / abuse
- Vandalism on the school site.

The length of the fixed-term exclusion will be determined by the Headteacher taking into account the severity of the offence(s). The period of exclusion will incorporate time for the Headteacher to talk with parents, outside agencies and set out appropriate plans to ensure the child is supported to return to school and manage their behaviour to avoid further exclusion.

Fixed term exclusions may be used to exclude a child from the school premises during the lunchtime break if they are displaying disruptive behaviour during this time. Lunchtime exclusions are counted as half day exclusions for statistical purposes.

Procedure for fixed period exclusion:

1. On the day (or day after) the offence, the child's parents/carers will be informed of the exclusion, its length and the specific reason for it. This will be communicated by letter and, if possible, by talking to the parents/carers. Parents/carers will be informed in writing that they have rights to make representations to the governing body and Derbyshire County Council.
2. The Headteacher will immediately inform the school's governing body and the LA of the exclusion if it is to be longer than five school days or if, as a result of the exclusion, the child will be missing a public examination or national curriculum test. If the exclusion is less than 5 days the Headteacher will inform the governing body and LA once a term.

3. The Headteacher will make arrangements for the excluded child to receive schoolwork to do at home until he/she returns to school.

During an academic year the Headteacher can issue fixed-term exclusion up to a maximum of 45 days.

### **Permanent exclusions**

Very rarely there may be reason to consider permanently excluding a child from school. This would mean that the child could not return to the school.

At William Levick we would only ever consider permanent exclusion if a child behaved in such a dangerous way as to put other children or adults at significant risk; if all other avenues of support had been exhausted or all efforts to work with a child and family who had previously received fixed-term exclusions proved to be unsuccessful.

Procedures for permanent exclusion:

1. The Headteacher informs the parents/carers of the exclusion both verbally and in writing
2. The Headteacher will inform in writing the parents/carers of their rights to make representations to the school's governing body and LA.
3. The Headteacher will immediately notify in writing the LA and the school's governing body.
4. The school's governing body appeals committee will convene a meeting within 15 school days of notification to consider the case.
5. The child remains on the school's register until the appeals procedure is completed or until the parents/carers confirm that they accept the exclusion and intend to make other arrangements. The Headteacher will arrange for work to be set and monitored during the first 5 days of the exclusion and then this responsibility is taken over by the authority.

At William Levick we will apply this policy consistently and will only take the decision to exclude a child if it is lawful, reasonable and fair.

This policy will be made available to parents on request.

This policy has been reviewed and approved by the staff and governing body:

Date: May 2014

Headteacher's signature: \_\_\_\_\_

Chair of Governor's signature: \_\_\_\_\_

Date of next review: May 2015