



# BIDBURY INFANT SCHOOL

## Board of Governors

### The Governors' Policy Statement on Exclusion

This policy summarises the document 'Exclusion from maintained schools, Academies and pupil referral units in England DFE 2012, (1) which details legislation contained in The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012. The school will follow guidance contained in this document for all exclusions and related appeals processes. The school will also follow 'Exclusions Guidance for Hampshire Schools' 2015 ( Hampshire County Council)

#### **Rationale:**

Bidbury Infant School is committed to the entitlement of all students to an inclusive education. The school must maintain discipline and good conduct to secure an orderly learning environment in which pupils can thrive and learn. It is essential so that effective teaching and learning can take place.

In general terms the school's Behaviour Policy covers the aims and procedures necessary at Bidbury Infant School. We believe that exclusion will be used only in exceptional circumstances when strategies have been tried, professional input/advice sought and parents have been involved as partners in the implementation of a Behaviour Plan/Pastoral Support Programme.

#### **Alternatives to exclusion**

We are committed to exploring every alternative to exclusion, for example internal supervision or a personalised timetable.

- Internal supervision may involve close monitoring of a pupil during the school day in a designated area and will generally see a pupil complete the same or similar work as their peers in the same teaching groups.
- The school will inform the parent/carer verbally of this decision
- Year group teachers will oversee the organisation of school work and arrangement for preventative work to be actioned
- The length of internal supervision may vary from a lesson to a series of days

#### **Strategies for the implementation of fixed term exclusion up to 5 days**

Within our 'duty of care' there may be circumstances when it becomes necessary to exclude a pupil formally for a fixed term or permanent period of time. Such a decision will not be taken lightly and with the full knowledge of parents/carers.

A decision to exclude a child for a fixed period will only be taken:-

- following formal warning to the parents that serious problems are being experienced
- in response to serious breaches of the school's Behaviour Policy

and

- once a range of alternative strategies have been tried and have failed
- if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

Before exclusion is implemented the Headteacher will consider all the relevant facts and firm evidence to support the allegations made and follow the Hampshire County Council Exclusion Guidance 2016. This may include interviews with those involved, written records, written statements and accounts that have been signed and dated.

**Should fixed term exclusion be necessary (1-5 days) :-**

- parents will be notified at the earliest opportunity (by telephone if possible)
- a formal exclusion letter will be issued and parents will be advised of County/DFE guidance. The letter will include arrangements for the provision of work and preventative work that is to be organised
- parents will be invited to discuss the exclusion with the Headteacher and also to make representation to the school Governors Pupil Discipline Committee who must consider any such representations.
- ‘Duty of care’ – In the event of a decision being made to exclude an ‘at risk’ student (LAC, SEN, disabled) the decision will be made in negotiation with the LA Exclusions Officer and SEN Winchester.

**Exclusion longer than five days:-**

- For exclusions longer than 5 school days, either consecutive or within a school term, the Governors Pupil Discipline Committee must meet to discuss/consider the exclusion if requested by the parents.
- The school will endeavour to source alternative provision for the pupil to have access to full time education and will be planned according to the individual needs of the pupil.
- ‘Duty of care’ – In the event of a decision being made to exclude an ‘at risk’ student (LAC, SEN, disabled) the decision will be made in negotiation with the LA Exclusions Officer and SEN Winchester.

The Headteacher will inform the Chair of Governors of all exclusions immediately and provide exclusion data to the Governing Body each term.

The Headteacher will inform the LA of all exclusions

**Strategies for the implementation of Permanent Exclusion**

A decision to exclude a child permanently is considered a very serious one and will only be taken as a final step when a wide range of other strategies have been tried and failed including the Behavioural Plan/Pastoral Support Programme.

Should it become necessary the Headteacher will:-

- Inform the pupil and the parent/carer verbally of the decision
- Prepare a formal exclusion letter. A copy will be posted first class to the parent carer. The letter will include arrangements for the provision of work and preventative work that is to be organised for the first five days of the exclusion
- Instruct a senior member of staff to oversee the organisation of school work and make arrangements for preventative work to be actioned
- Inform the LA of the decision to permanently exclude
- Complete a pupil referral form and forward to the LA to enable appropriate provision to be made available from the sixth day of the exclusion

### **Parental Responsibility**

During the exclusion period, parents must take responsibility for supervising their child. The school may use its authority to issue a penalty notice if it is known that the pupil is in a public place without reasonable justification

### **Reintegration Meeting following a Fixed term exclusion**

A meeting will be held between the Headteacher or another member of the Senior Leadership Team, the pupil and the parent/carer prior to readmission. The purpose of the meeting will be to:

- Seek a commitment from the pupil for a successful return to school
- Reflect on lessons learnt from the exclusion. Agree terms for re-admission through the use of an individual behaviour plan e.g. continue to undergo preventative work
- Reinforce the school's expectation
- If appropriate the Leadership Team will oversee an update of a Risk Assessment

### **The role and duty of the Governing Body**

Details for the specific duty and role of the governing body in relation to exclusions are summarised in the document 'Exclusions from Maintained Schools, Academies and Pupil Referral units in England DFE 2012(1)'

### **Monitoring Evaluation and Review**

The policy is monitored by Governors and the Senior Leadership Team. The effectiveness of the policy will be reviewed by Governors and the Senior Leadership Team every 2 years.

### **SEN/Statements of Special Educational Need**

The school will bear in mind a pupil's particular difficulties identified within his/her Education and Health Care Plan (EHCP) and will try every practicable means to maintain the placement including, seeking LA and other professional advice as appropriate. Where this process has been exhausted, the school will liaise with the LA about initiating an 'interim' annual review of statement.

Reviewed and Approved by Governing Body May 2009

Reviewed – March 2012, 2015, 2018, 2021

Next Review - March 2024