



**MURRAY PARK SCHOOL
EXCLUSIONS POLICY**

Title of Policy	Exclusions
Date of adoption	Summer 2016
Originator	Martyn Owen
Date of review	Summer 2019
Additional information	This policy should be read in conjunction with the DfE publication Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units (September 2008).

Throughout this policy Parents refers to Parents/Carers

Pupil Exclusion

We believe that pupil exclusion is best defined by the Education Act 2002 as 'to exclude on disciplinary grounds' and must be either a fixed term or permanent exclusion. In the school's behaviour policy, the Governing Body has stated that pupil exclusion is a sanction that will be used only in appropriate circumstances.

Therefore, we acknowledge that a pupil will only be excluded following serious or persistent breaches of discipline or if the safety of pupils and school personnel would be harmed if the pupil remained in the school.

The Head and members of the Disciplinary Committee are fully acquainted with the Department for Education (DfE) guidance Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units (June 2012).

Aims

- To only use exclusion as a last resort, as stated in the school's Pupil behaviour policy, except when an immediate exclusion is appropriate.
- To have in place early intervention systems to deal with poor and disruptive behaviour.
- To maintain full-time provision for permanently excluded pupils.
- To have in place systems to reinstate excluded pupils as soon as possible.
- To establish good working relations with parents of pupils who have been excluded.

Procedure

The Role of the Head

When making the decision to exclude the Head will:

- Undertake a thorough investigation into the alleged incident by looking at all the evidence that is available.
- From the outset keep a written record of all the stages of the investigation plus signed witness statements.
- Where appropriate, listen to the pupil's version of what happened.

- Check whether the alleged incident was provoked by racial or sexual harassment and to take into account any breach of the school's equal opportunities policy.
- If he thinks it is necessary, the Head will consult with other relevant people other than those who might be later involved in reviewing this incident.
- Look at alternatives other than exclusion such as:
 - Internal exclusion in the internal exclusion unit
 - Restorative justice
 - Mediation
 - A managed move
 - Relevant alternative provision
- Decide on the length of the exclusion;
 - Fixed or
 - Permanent
- Inform parents immediately.
- Report the exclusion to:
 - The Local Authority
 - The Disciplinary Committee (if appropriate)

Fixed Term Exclusion

- In any one school year the Head is allowed to exclude a pupil for one or more fixed term periods but not exceeding 45 school days.
- During this period of exclusion the school will continue to provide education for the pupil and plan for the pupil to be reinstated after the exclusion period has ended.
- Once a decision has been made parents will be informed by telephone and then by letter.
- When informing parents the school will use standard letters from the (DfE) guidance 'Improving Behaviour and Attendance'.
- If the exclusion is for a period of more than five days, on the sixth day provision will be provided by the school (not necessarily on the school site)

Informing the Discipline Committee and the LA

Within one school day the Head will inform the LA of a pupil's exclusion.

The Role of the Discipline Committee

- The Discipline Committee will:
 - Review all exclusions in accordance with the legislation
 - Consider any representations from parents.
 - Take the following into account when making a decision about exclusion:-
 - special educational needs
 - disabilities
 - gender
 - cultural differences.

Liaison with Parents

- Every effort will be made to seek parental co-operation at all stages.
- Following any fixed term exclusion there will be a post-exclusion meeting with parents before the pupil is re-admitted to school

Permanent Exclusion

A pupil may be permanently excluded if:

- All other strategies have failed and the student continues to be persistently disruptive.
- The offence was a serious one-off offence such as:
 - serious, actual or threatened, violence against a pupil or a member of the school personnel;
 - sexual abuse or assault;
 - supplying an illegal drug;
 - carrying an offensive weapon;
 - or any other serious offence.

The Discipline Committee will meet with parents and representatives of the LA in order to decide if the decision to permanently exclude be upheld or not. If the Governors decide to uphold the school's decision to permanently exclude parents

have the right to appeal to the LA within 15 working days of receiving the letter from the school.

Monitoring

Half termly the Deputy Head will report to the Pupil Support and Safeguarding committee with the following information:

- The number of exclusions
- The type of exclusions
- The pattern of exclusions

Effectiveness

The effectiveness of this policy will be reviewed in accordance with the school policy review cycle, or when the need arises, and the necessary recommendations for improvement will be made to the Governing Body.