



# Willow Tree Academy



## Exclusion Policy

Ratified: January 2018

To be reviewed: January 2020

## **Mission Statement:**

Willow Tree Academy  
Together Anything is Possible

Willow Tree Academy is committed to being a fully accessible and inclusive organisation, welcoming and respecting the diversity of its student, staff, community and visitors to the school.

## **Rationale**

This policy is underpinned by the commitment of all at Willow Tree Academy to ensure the safety and well-being of the whole school community and to maintain an appropriate educational environment in which all can learn and achieve. We have an overall aim of reducing the need to use exclusion as a sanction.

## **Introduction**

The decision to exclude a student will be taken by the Executive Headteacher or Head of School in the following circumstances:-

- (a) In response to a serious breach of the School's Behaviour for Learning Policy;
- (b) If allowing the student to remain in School would seriously harm the education or welfare of the student or others in the School.

Exclusion is an extreme sanction and is only used by the Executive Headteacher or Head of School (or, in the absence of the Executive Headteacher or Head of School, the Deputy Headteacher who is acting in that role).

Exclusion will be used when there is an immediate threat to the safety of others in the School or the student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the Executive Headteacher or Head of School will ensure appropriate investigations have been carried out, considering all the evidence available.

Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the School's Positive Behaviour Policy:

- Verbal abuse to Staff and others
- Verbal abuse to student
- Physical abuse to/attack on Staff
- Physical abuse to/attack on student
- Indecent behaviour
- Damage to property
- Theft

- Serious actual or threatened violence against another pupil or a member of staff.
- Carrying an offensive weapon/alcohol/cigarettes/ecigarettes.
- Arson.
- 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.

This is not an exhaustive list and there may be other situations where the Executive Headteacher or Head of School makes the judgment that exclusion is an appropriate sanction.

### **Exclusion procedure**

- Most exclusions are of a fixed term nature and are of short duration (usually between one and three days).
- The DFE regulations allow the Headteacher to exclude a student for one or more fixed periods not exceeding 45 school days in any one school year.
- Following exclusion parents/carers are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends.
- Parents/carers have a right to make representations to the Governing Body and Children's Services Directorate, Social Inclusion Officer at the LA as directed in the letter.
- A reintegration meeting will be held following the expiry of the fixed term exclusion and this will involve the student, parent/carer, a member of the Senior Leadership Team and other staff where appropriate.
- During the course of a fixed term exclusion where the student is to be at home, parents/carers are advised that the student is not allowed on the school premises, and that daytime supervision is their responsibility, as parents/carers.
- The behaviour of a pupil outside school can be considered grounds for an exclusion.

### **Fixed term exclusions over five days**

According to DFE guidance school is obliged to provide full time education from the sixth day of any period of fixed term exclusion of six days or longer. The school will consult with the LA officers for any exclusion of more than five days in order that appropriate full time education and transport is arranged. The school will provide education by working with:

- Pupil Referral Unit
- The Local Authority

The school will liaise with the outside education provider to ensure that the student continues with their programme of study. In most cases the school will set the work to be completed and ensure that it is completed appropriately.

## **Permanent Exclusion**

The decision to exclude a student permanently is a very serious one. There are two main types of situation in which permanent exclusion may be considered.

The first is a final, formal step in a concerted process for dealing with disciplinary issues following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour e.g. repeated bullying (which could include racist or homophobic bullying).

The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon\*.
- Arson.

The School will consider police involvement for any of the above offences.

*\* Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him."*

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the School.

## **Exercise of discretion**

In reaching a decision, the Executive Headteacher or Head of School will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate.

In considering whether permanent exclusion is the most appropriate sanction, the Executive Headteacher or Head of School will consider the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Behaviour Policy and the effect that the student remaining in the School would have on the education and welfare of other students and staff.

In line with its statutory duty, these same tests of appropriateness will form the basis of the deliberations at a Governors exclusion appeals hearing/meeting, when it meets to consider the Executive Head teacher's or Head of School's decision to exclude.

## Alternatives to Exclusion

- **Seclusion**

Seclusion may be used as an alternative where exclusion from the school site is not felt appropriate or suitable. With permission from parents/carer the child will spend their school day in a room or restricted space which they cannot leave for the agreed fixed time. A reintegration meeting will be held following the expiry of the fixed term seclusion and this will involve the student, parent/carer, a member of the Senior Leadership Team and other staff where appropriate. ***At Willow Tree Academy we are keen to offer Seclusion as an alternative to exclusion; children will be offered seclusion in any of our schools.***

- **Managed move**

The School works closely with other local primary and junior schools to undertake managed moves where such a course of action would be of benefit both to the student and the two schools concerned. Although, the threat of a permanent exclusion will never be used as the means to persuade parents/carers to move their son/daughter to another school we are mindful that the possibility of this may be a determining factor in their decision making and in our communication with the Inclusion Officer at the LA.

## Lunchtime Exclusion

Students whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. This will be treated as fixed term exclusion and parents will have the same right to gain information and to appeal.

## Behaviour Outside School

Student' behaviour outside School on school "business" for example educational visits and journeys, away school sports fixtures is subject to the School's Behaviour for Learning Policy. Inappropriate behaviour in these circumstances will be dealt with as if it had taken place in school. If student' behaviour in the immediate vicinity of the school or on a journey to and from school is inappropriate and meets the school criteria for exclusion then the Executive Headteacher or Head of School may decide to exclude.

The behaviour of a pupil outside school can be considered grounds for an exclusion and sanctions will be applied to those children who have caused considerable problems in the community.