



Northampton School *for Boys*

Exclusion Policy

Approved by: Governor Welfare Committee

Date: 14 September 2016

Review date: September 2017

Exclusion Policy

This policy should be read in conjunction with the school **Behaviour Policy**. The policy outlines the policy and practices which informs the school's use of exclusion.

Rationale:

The decision to exclude a pupil will be taken in the following circumstances:-

- a) in response to a serious breach or persistent breaches, of the School's Behaviour 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.

Exclusions are used sparingly but are a response to more serious incidents of unacceptable behaviour. The types of behaviour which may lead to exclusion include, for example: verbal or physical aggression; malicious accusations against school staff; refusal to comply; damage to property; theft; sexist or racist incidents; bullying; possession of illegal drugs or offensive weapons; repeated infringement of the behaviour code. This list is not exhaustive.

Sanctions are intended both to bring about the modification in the behaviour of an individual transgressor and act as a deterrent to others. The school does not operate a tariff system of behaviours and associated sanctions.

The school will seek to work with parents in using such sanctions to modify unacceptable behaviour and will keep parents informed.

Guidance:

The school will apply procedures relating to the above with reference to the appropriate DFE guidance: "Exclusion from Maintained Schools, Academies and Pupil Referral Units, in England. A guide for those with legal responsibilities in relation to exclusion (June 2012)".

The basis of any exclusion is taken from the DFE Guidance and reflects that students will be excluded because:

- a) there is sufficient evidence that a pupil has committed a disciplinary offence and if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.
- b) a pupil is accused of a serious criminal offence but the offence took place outside the school's jurisdiction.
- c) a pupil's presence on the school site represents a serious risk to the health or safety of other pupils or school staff.
- d) the pupil is given permission by the Head Teacher/teacher in charge, or person authorised by them, to leave the school premises briefly to remedy breaches of the

school's rules on appearance or uniform, where this can be done quickly and easily; this should be for no longer than is necessary to remedy the breach. This is not an exclusion but an authorised absence.

Process:

1. Formal exclusion can only be carried out by the Head Teacher or in his absence one of the Deputy Heads.
2. If the Head Teacher has decided on a formal exclusion, Parents must be informed verbally, and then in writing, that their son/daughter is being sent home.
3. If a parent cannot be contacted the student must stay at school and a letter sent home with him/her at 3.35 pm.
4. The process of formal exclusion should be used for any enforced period off site.
5. The parents have a right to make representations to the Governing Body and will be informed of this by the Head Teacher.
6. Schools are responsible for the delivery of the curriculum to excluded students whilst they remain on the school roll. Work must be set, marked and returned.

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Guidelines for a Fixed Term Exclusion

A student may be considered for a fixed term exclusion in the case of a serious breach of discipline. The incident may be channelled through the Curriculum Team leader, Year Team Leader or Duty Team Leader. In each case, the following should apply where practical.

1. An incident form should be completed as soon as possible by the member of staff who witnessed/was involved in the incident.
2. If the incident form is designated as a “Serious Incident”, then it should be circulated immediately.
3. The student should be withdrawn from further lessons and remain with the CTL/YTL/Duty TL as appropriate.
4. The student’s lesson attendance should be coded ‘9’.
5. Witness statements must be obtained wherever possible. The student must have the opportunity to put his case. The member of staff should make a witness statement where appropriate.
6. The CTL/Duty TL should consult with their Senior Staff line manager and, where possible, the YTL and Behaviour Support Team Leader about whether the incident requires a formal exclusion.
7. If the student is statemented, then either the Curriculum Team Leader of Learning Support or SENCO should be consulted.
8. The CTL/YTL/DTL and SS line manager should take the case for a fixed term exclusion to the Head Teacher, or, in his absence, the person deputising for him.

If a formal exclusion is agreed the following should apply:

9. A letter should be prepared by the designated Support Staff person, outlining the incident and the instructions relating to the details of the fixed term exclusion.
10. Parents should be contacted by phone. A student should not be sent home unless parents are willing to accept that the student can go home – keep them at school until the end of the day if necessary.
11. One copy of the letter should be handed to the student who is then sent home and a second copy put in the post.
12. The incident form should be updated with “action” and circulated.
13. An email should be sent to the student’s teachers, YTL, Student Services and Reception, asking for work to be sent and lodged at the Front Office by the start of lunchtime the following day.

14. A reintegration meeting should be held with parents and student in attendance. The meeting should ascertain the student's reflection upon the incident and the exclusion and parent(s)'s attitude. It should establish whether the student is ready to return to school and accept the Behaviour Code. The student should be encouraged to make a commitment to future positive behaviour and be made aware of the possibility of more severe consequences (fixed term and permanent exclusion) if the behaviour is repeated.

The meeting should explore the possibility of action to address any support which the student may require to behave better in future (internal options as well as external agencies).

The student should normally be placed on daily report to the YTL to monitor behaviour after the exclusion. This record may well form the basis of any Governors' Disciplinary Committee meeting which considers the incident or the student's behaviour.

A re-integration form should be written after the meeting covering the points raised at the meeting and copies circulated to staff as appropriate.

15. All paperwork should be put in the student file. It should be noted that any documents and notes may be seen by an appeal meeting at a later date.

16. The YTL will record a summary of the incident and outcomes/sanctions on "liners" and ensure that paperwork is put into student file.

Incorrect Uniform

Year Team Leaders on behalf of the Head Teacher may, in some circumstances, give students who are incorrectly dressed permission to go home. It is essential that before a student is given permission to go home parents are contacted. If no parental contact can be made then the student cannot go home until 3.35 pm.

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