

## BARLOW C OF E PRIMARY SCHOOL EXCLUSION POLICY

In most cases exclusion will be the last resort after a range of measures have been tried to improve the pupil's behaviour. However the interests of the majority of the pupils and health and well being of the staff must be considered. There are a range of strategies that school uses to manage the behaviour of pupils who are at risk of exclusion. Pupils are initially identified when our behaviour policy does not meet their needs. When this happens the following options are tried.

- Parents are contacted to come into school and discuss any concerns with the teacher or Head
- Parents and teachers work together to support the pupil
- Outside agencies are involved for advice and support
- Pastoral care plans are drawn up
- Assessment of Special Educational Needs is completed
- The pupil may be excluded from the class for a short term (Internal exclusion)
- Documents on actions that will result in exclusion is drawn up and shared with parents and outside agencies
- Child excluded from school for a short term
- Child excluded from school for increasing longer periods of time – increasing involvement of parents with outside agencies
- A managed move to another school, with consent of all parties involved: this can be successful for pupils at risk of exclusion and as an alternative to exclusion
- Permanent exclusion

We try to involve parents throughout the whole process, outside agencies will also be involved to support the child, parents and staff. Multi agency teams will be involved as appropriate.

Throughout the whole process we will follow the LA guidance on Exclusions.

### Exclusion Procedure

The Headteacher will make every effort to contact the pupil's parent straight away to inform them of the exclusion. The Headteacher will also write to the parent to confirm that the pupil has been excluded and to inform them of:-

- The reason for the exclusion.
- Whether the exclusion is for a Fixed Period (specifying a date of return) or Permanent. (This includes lunchtime exclusions.)
- Their right to make representations about the exclusion to the Governing Body and the Authority.
- Contact that can be made with the Local Education Office relating to exclusion procedures.

A copy of the leaflet giving information about exclusions will also be sent to the parents (Appendix 6, Guidelines for Schools, Exclusion of Pupils) so that they are advised of their right to make representations to the Governing Body and LA through the Pupil and Parent Services Officer.

The Headteacher will complete the appropriate exclusion form – this will include the code for exclusion) and send copies of this together with copies of the letter to parents, to the Chair of Governors and the Pupil and Parent Services Officer at the Local Education Office. If the exclusion is permanent the Headteacher will notify for reference any relevant previous warnings, contracts of behaviour, fixed period exclusions or other disciplinary measures taken prior to the permanent exclusion.

The exclusion will normally take effect from the end of the school day. An excluded pupil may be sent home earlier in emergencies, but the Headteacher must have regard to the availability of transport, the age of the pupil and the presence of a parent or other responsible adult to receive the pupil.

The parents will be invited to attend a meeting, conducted by the Headteacher, to discuss the exclusion. The meeting should also include the pupil, any parental representative, any relevant member of staff and if appropriate a Pupil and Parent Services representative.

In the case of a Fixed Term Exclusion over 5 days in length or a Permanent Exclusion, needs to be sent out to the appropriate bodies. A meeting of the Disciplinary Committee of the Governing Body (consisting of 3 Governors) will be called as soon as possible, and will take place no later than 15 school days after the exclusion. The parents will be given at least 7 days notice of this meeting and will be invited to attend. The pupil concerned should also attend the meeting. The Governing Body has the power to reinstate the pupil earlier than the date fixed for return or to reinstate a permanently excluded pupil. The Headteacher must comply with this decision. The parents and the Parent and Pupil Services Officer must be informed as soon as possible of the committee's decision.

The Headteacher can extend a fixed term exclusion for a further period, not exceeding 15 days in any one term. He or she can also replace the fixed term exclusion with one which is permanent by repeating the exclusion procedure once again. A second Governors' Disciplinary Committee meeting will take place and a form will be completed stating the reasons for the action and sent to the Pupil and Parent Services Officer.

The school will still be responsible for delivering the curriculum to the pupil (even if excluded) whilst the pupil remains on the school roll. Pupil and Parent Services will ensure the mechanism is set up to facilitate this. The school will have a named person in school who will ensure that all procedures are followed.

Signed by Headteacher .....

Signed by Chair .....

Reviewed: March 2016

Review Date: March 2017