



Exclusion Policy
Subject Leader: Behaviour Lead
Policy Review Date: Summer 2019
Governor Committee: CFC



MISSION STATEMENT

This policy outlines the school procedure for excluding pupils who do not respond to the Behaviour policy. It is here to protect the rights not only of the pupil facing exclusion, but the school community as a whole.

The school rules are

- Follow instructions straight away
- Care for everyone and everything
- Show good manners at all times

STAGE 1

- ❑ *The class teacher uses the rewards and sanctions outlined in our behaviour policy.*
- ❑ *If this fails it is the Leadership Team's responsibility to contact the parents and outline the problem. Targets should be set for the child in partnership with the parents/carers and child.*
- ❑ *The teacher MUST keep a record of steps achieved by children. This should be logged both on SIMS and in the paper form. Lunchtime detentions will be logged in the detention book and on SIMS and any detentions 15 minutes or more, MUST be reported to parents.*
- ❑ *For more confidential items the CPLO's have access to confidential records.*

STAGE 2

- ❑ *If the above fails the teacher needs to alert a member of the Leadership Team who will write/telephone to the parents for a joint meeting with the teacher, parent and a member of the Leadership Team.*
- ❑ *The child's behaviour will be discussed with the parents/carers and it should be agreed to monitor the child's behaviour over a period of time. The parents/carers will be asked to support the school with this by meeting the class teacher to discuss specific targets.*
- ❑ *If deemed appropriate pupil representation will meet the child to discuss their behaviour and any sanctions they feel are appropriate (done with teacher support)*

STAGE 3

- ❑ *If the above fails the child will receive an internal exclusion for up to 2 days depending on what the behaviour is and how serious it is*

❑

STAGE 4

- ❑ *If the above fails the child will receive a fixed term exclusion for up to 3 days depending on what the behaviour is and how serious it is. This will occur after a full investigation has been carried out and all parties involved have been consulted.*
- ❑ *Parents will be informed and asked to pick their child up from school at the earliest opportunity and meet a member of the Leadership Team to discuss the exclusion.*
- ❑ *Homework to be set by the class teacher and it is the responsibility of the parent/carer to ensure that this is completed to a satisfactory level.*
- ❑ *The parent/carer and child MUST meet with the Head Teacher or a member of Senior Leadership Team the day before the child returns to school to discuss their return. The Inclusion Leader, class teacher and the member of the leadership team to be involved in*

an Individual Support Plan (ISP) if applicable.

- ❑ ***Class teacher MUST monitor the child's behaviour closely for the following week and feedback to the member of the leadership team who is involved in the exclusion.***
- ❑ ***Class teacher to update ISP with Inclusion Lead, if necessary.***
- ❑ ***If the above fails and there is a repeat of unacceptable behaviour the child will be excluded up to a maximum of 5 days.***
- ❑ ***Support agencies alerted.***
- ❑ ***Class teacher to continue recording behaviour.***

STAGE 5

- ❑ ***If the negative behaviour continues and all strategies have failed then the Head teacher will decide whether to exclude for 6-15 days***
- ❑ ***This will trigger a meeting of the Governors Discipline Committee (GDC)***
- ❑ ***Procedures for the GDC will follow those set out in the Yellow Book***
- ❑ ***Pastoral Support Programme put in place with Behaviour Support Team***
- ❑ ***Above monitored by a member of the Leadership Team***
- ❑ ***Support agency involvement in monitoring and supporting***
- ❑ ***Parents will be notified that if the negative behaviour continues or becomes worse the next stage will be permanent exclusion***

Supporting children with SEN

At Epsom Primary and Nursery School we take appropriate action to avoid, where possible, reaching a decision to exclude a child with special educational needs. We proactively work with the local authority's multi-agency team to review the child's needs and complete a Risk Assessment to use as a working document to demonstrate what we are doing to contain any risk the child poses to themselves, other pupils and staff, giving consideration to any increased levels of stress and the impact this may have on the whole school community.

If, all other alternatives to exclusion have been exhausted, an emergency strategy meeting or, in the case of a statemented pupil, an emergency annual review is held before the final decision is made.

At Epsom Primary and Nursery School we make reasonable adjustments in our behaviour policy to ensure that a pupil with special educational needs/disability is not placed at a substantial disadvantage compared to their non-disabled peers. We are proactive and plan ahead to anticipate the barriers that may be faced by these pupils so that identified barriers can be removed, or minimised, to avoid the pupil being placed at a substantial disadvantage.

We are aware that it is unlawful to exclude a disabled pupil for a reason related to their disability **without justification**. An exclusion of a disabled pupil for a reason related to their disability can only be justified if there is a 'material' and 'substantial' reason for it and the we have made a 'reasonable adjustment'.

The head teacher will be able to decide at any stage whether the exclusion period should be extended or be permanent depending on the behaviour of the child and the circumstances surrounding the behaviour. This will also apply to a child who has not gone through the above stages but a one off serious incident requires exclusion.

In exceptional circumstances restraint may have to be used to ensure the safety of staff pupils and the child. The Chair of Governors will be informed of such decisions and incidents.

Any fixed term or permanent exclusion made by the school follows Surrey County Council's policy and guidelines. This can be found on Surrey County Council's website.

INTERNAL EXCLUSION

- An internal exclusion can only be given by a member of the leadership team and must match the poor behaviour.
- The parent MUST be informed immediately, preferably face to face, but otherwise over the telephone.
- Internal exclusions will begin at 8.55 and the parent/guardian bring the child to the school office
- Appropriate work (same as the rest of the class where feasible) will need to be set by the class teacher and marked by the class teacher. The class teacher will also set at least 30 minutes homework for the child to be done that evening.
- The child will sit in an allocated area, away from his/her classmates.
- The rest of the year group must be instructed not to talk or have any contact with the child. Failure to do so may result in a detention or steps.
- The child will not have breaks or lunch with the rest of the school. Where necessary a member of staff will take the child out for a 5 minute run around.
- The child will be required to complete homework and hand it to the Head the next morning
- In various circumstances parental supervised lunchtime/s maybe considered.