



EXCLUSION POLICY

Name of School	Stanmore Primary School
Date of Policy Issue	October 2023
Date of Policy review	October 2024
Name of Headteacher	Mrs Sharon Taylor

At Stanmore Primary School we recognise that the decision to exclude a child from school is a serious one. Exclusions should only be given in response to serious breaches of the school's behaviour policy and/or if allowing the pupil to remain in school would seriously harm the education/welfare of the pupil or others in the school.

Reasons for Exclusion

A child will only be excluded from Stanmore Primary School when all other interventions have failed and the child continues to behave in such a way that the safety and wellbeing of others in the school are seriously affected.

Serious misbehaviours include:

- Persistent disruptive behaviour and violation of school rules.
- Bullying, including racist and homophobic abuse.
- Verbal abuse or threatening behaviour against another pupil or adult.
- Violent behaviour, including the physical assault of another pupil or adult.
- Damage to school or personal property belonging to any member of the school community.
- Theft.

The behaviour of a pupil outside school can be considered grounds for an exclusion if the behaviour is serious enough and if it is within the vicinity of the school (i.e. adjacent to the school grounds or paths leading to or from the school)

Types of Exclusions

Suspensions (previously known as fixed-period exclusions)

Are split, procedurally, into:

- suspensions of 5 days or less
- suspensions of between 5.5 and 15 days
- suspensions of 15.5 days and over.

Schools are responsible for the setting and marking of work during the first 5 school days of a suspension. The set work should be available at the beginning of the exclusion and be appropriate for the pupil concerned. Some will not be able to manage to work independently, either with printed or IT based work, so will need additional clear guidelines and prompts. During this period, parents/carers are responsible for ensuring that their child is not present in a public place during normal school hours without reasonable justification, eg: a dental or medical appointment. On the 6th day of a suspension or consecutive suspensions, schools must make arrangements to provide full-time education provision (see Section C for further advice). NB: Failure to complete work, however, is not a reason for refusing to allow the pupil to return to school.

Permanent exclusion

- The Local Authority will be responsible for arranging suitable full-time education provision from 6th school day of a permanent exclusion.
- The school must inform the relevant LA representative at the earliest opportunity of the decision to permanently exclude, so that Education Centres can be informed and transport arrangements made.
- Hampshire has an electronic notification form, which is generated from SIMs, which will feed electronically into Hampshire's IT system and avoid the necessity for paper notification forms.

The Headteacher's Responsibilities

Only the Headteacher of a school can exclude a pupil and this must be on disciplinary grounds. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently.

Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. This will be recorded as a half day exclusion for statistical purposes.

'Informal' or 'unofficial' exclusions, such as sending a pupil home 'to cool off', are unlawful, regardless of whether they occur with the agreement of parents or carers. Any exclusion of a pupil, even for short periods of time, must be formally recorded.

Whenever the Headteacher excludes a pupil they must, without delay, notify parents of the period of the exclusion and the reasons for it. They must also, without delay, provide parents with the following information in writing:

- The reason(s) for the exclusion.
- The period of a fixed-period exclusion or, for a permanent exclusion, the fact that it is permanent.
- Parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this.
- How any representations should be made.
- Where there is a legal requirement for the governing board to consider the exclusion, that parents have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend.

- The Headteacher must, without delay, notify the governing body and the local authority of:
 - A permanent exclusion (including where a fixed period exclusion is made permanent).
 - Exclusions which would result in the pupil being excluded for more than five school days (or more than ten lunchtimes) in a term.
 - Exclusions which would result in the pupil missing a public examination or national curriculum test.

For all other exclusions the Headteacher must notify the local authority and governing body once a term.

The school will provide appropriate work to be completed by the pupil during the period of exclusion. On returning to school, parents and the pupil will be invited to attend a reintegration meeting with the Headteacher and/or member of the Senior Leadership Team. At this meeting, the IBMP if in place will be reviewed, or a new plan written.

This policy is written in line with 'Exclusion guidance for Hampshire Schools' (2015) and the guidance from the Department of Education's publication 'Exclusion from maintained schools, Academies and pupil referral units in England' (2017)

Linked Guidance and Policies

<https://www.hants.gov.uk/educationandlearning/educationinclusion/service/exclusion>

Exclusion guidance for Hampshire Schools (2015)

Exclusion from maintained schools, Academies and pupil referral units in England DFE (2017)

SEND Code of Practice (2014)

Physical Intervention Policy

Behaviour for learning Policy

Ready to Learn Room Rationale

Equal Opportunities

Complaints

Anti-Bullying

Safeguarding Policy

Attendance

SEN Policy

Fixed Term Exclusion Protocol

Decision made to issue fixed term exclusion by Headteacher or member of SLT in her absence.

Stage 1: Actions to be completed before pupil leaves school with parent.

1. Headteacher (or member of SLT) phones parent to explain that pupil will be excluded stating the reason for exclusion and time period.

Parents asked to collect pupil.

2. Parents issued with fixed term exclusion letter stating reason for exclusion, duration and who to contact for support and appeal.

Parents asked to sign school copy of letter for school records.

3. Class Teacher to provide work for pupil to be completed at home.

Work needs to be sent home with the pupil.

Stage 2: Actions to be completed when pupil has been collected

4. Admin Officer to complete appropriate Arbor form and register the absence as a fixed term exclusion.

<http://intranet.hants.gov.uk/ictin/schools/sims/sims-reports/reporting-exclusions.htm>

5. If a pupil has already been marked present in the register (morning or afternoon) the register code should be changed to 'E'.

E code used for subsequent sessions missed due to exclusion.

HT/SLT to record exclusion on CPOMS

6. The Headteacher (or member of the leadership team) must contact:

- The governor responsible for behaviour/Inclusion. At Stanmore Primary School this is **Martin Hopkinson**

- relevant bodies if the pupil is LAC and/or receiving SEN support, undergoing statutory assessment or has an EHC .

Winchester SEN

01962 846569

Winchester.sen@hants.gov.uk

Hampshire Virtual School

01962 835227

virtualschool@hants.gov.uk

Stage 3: Actions to be completed when pupil returns to school

7. Reintegration meeting to take place with parent(s), pupil and Headteacher (or member of SLT) before the pupil returns to class or alternative provision in school. Record reintegration on CPOMS
Work completed at home handed in to be marked.

8. If IBMP is in place, this should be reviewed by Inclusion Lead, parents and staff working with pupil. If IBMP is not in place, plan to be drafted and shared with parents at earliest opportunity.

9. Schedule regular review of IBMP and progress towards targets.