



Pioneer House  
HIGH SCHOOL

# Exclusion Policy



## Exclusion Policy

It is the policy of Pioneer House High School to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, to avoid such issues reaching the point of exclusion. (See Behaviour Policy).

### Purpose of this policy

This policy is designed to briefly outline the academy's approach to exclusions within the statutory framework as defined in the '*The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and local authority guidance*' – updated 2017. It outlines only where the academy applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the academy. It is underpinned by the shared commitment of all members of the academy community to achieve the following two important aims:

- The first is to ensure the safety and well-being of all members of the academy community and to maintain an appropriate educational environment in which all can learn and succeed
  - The second is that the academy seeks to avoid exclusions unless considered absolutely necessary
- 1) Exclusion is a sanction used by the academy only in cases deemed as serious breaches of the Academy Behaviour Policy. A student may be at risk of exclusion from academy for:
    - Physical assault of a student or adult
    - Persistent and repetitive disruption of lessons and other students' learning
    - Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.
  - 2) A Fixed Term Exclusion from the academy can only be authorised by the Head teacher or the Lead Deputy head teacher acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.
  - 3) In the case of a Permanent Exclusion this can only be authorised by the Headteacher.
  - 4) The academy seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the academy.

- 5) The academy regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

### **Notification of an Exclusion**

- 1) Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.
- 2) In the case of a Permanent Exclusion parents will be notified by the Headteacher in a face-to-face meeting.
- 3) A student who has been excluded will have the reason for his/her exclusion explained to them by a member of staff, in a way that they can understand, so that they understand the nature of their misbehaviour.
- 4) The academy will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the academy, parents, if appropriate, and any other appropriate bodies e.g. CAMHs, social care. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the academy will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following an exclusion, the child will be able to return to academy and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.
- 5) The Chair of the Trust Board and relevant academy staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.
- 6) It is the academy's duty to arrange education from the sixth day of a fixed period exclusion, this would be triggered by consecutive fixed period exclusions totalling more than five days.

### **Students Returning from a Fixed Term Exclusion**

- 1) All students returning from a Fixed Term Exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and academy.

### **Permanent Exclusions**

An academy will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a headteacher may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

If your child has been permanently excluded, be aware that:

- The academy's Trust Board is required to review the Headteacher's decision and you may meet with them to explain your views on the exclusion
- if the Trust Board confirms the exclusion, you can appeal to an independent appeal panel organised by the local authority
- the academy must explain in a letter how to lodge an appeal

### **Appeals**

All correspondence regarding an exclusion from the academy will inform parents of their right to appeal to the Trust board against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Clerk to the board.

### **Relationship to other academy policies**

The Exclusion Policy should be read in tandem with the academy's Behaviour Policy as well as other relevant academy policies, particularly the Inclusion Policy, and the Equality & Diversity Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.

### **Monitoring and Review**

- 1) The impact of this policy will be reviewed by the governors' committee for personal development, behaviour and welfare.
- 2) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.

**Policy review dates (frequency of review: every 3 years)**

<b>Date</b>	<b>Changes made</b>	<b>By whom</b>
Feb 2017	Policy reviewed	Headteacher/SLT
Adopted on 1st September 2017 on the merger to Prospere Learning Trust		