



## **EXCLUDING STUDENTS POLICY**

**Date of Last Review:** November 2017

**Date of Next Review:** September 2019

**Responsibility:** Mr M. O'Shaughnessy

**Advisory Body Signature:**



Incorporating *Exclusion from maintained schools, academies and pupil referral units in England*, DfE, September 2017. This policy should also be read in conjunction with the *Behaviour for Learning Policy*.

At The Ravensbourne School we believe that good behaviour for learning is essential to ensure that all students can benefit from the opportunities provided by education.

Exclusion should only be used as a last resort, in response to:

- a serious breach; or
- persistent breaches of the school's behaviour for learning policy;

and where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

The Headteacher only administers exclusion. Exclusion, whether for a fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the school's Behaviour for Learning Policy:

- Verbal abuse to staff and others
- Verbal abuse to students
- Physical abuse to/attack on staff
- Physical abuse to/attack on students
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour.
- Off-site Behaviour that impacts upon the safe and effective running of the school

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgement that exclusion is an appropriate sanction.

## **Exclusion Procedure**

Most exclusions are of a fixed term nature and are of short duration (usually between one and five days).

The DfE regulations allow the Headteacher to exclude a student for one or more fixed periods not exceeding a total of 45 school days in any one school year.

The Governors have established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a student being excluded for more than 15 days in a school term or missing a public examination.

The Governors have established arrangements to review fixed term exclusions which would lead to a student being excluded for more than five days but not more than 15 days in a school term where a parent has expressed a wish to make representations. Following exclusion parents are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends.

Parents have a right to make representations to the Governing Body and the Local Authority as directed in the letter.

A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Leadership Team and other staff where appropriate. A re-integration plan will be discussed.

During the course of a fixed term exclusion where the student is to be at home, parents are advised that the student is not allowed on the school premises, and that daytime supervision is their responsibility as parents/guardians.

Records relating to exclusions will be stored confidentially.

Fixed Term Exclusions can be for part of a day.

## **Permanent Exclusion**

The decision to exclude a pupil permanently is a serious one.

There are two main types of situation in which permanent exclusion may be considered:

1. The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on school premises.
2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or "one off" offence. These might include:
  - Serious actual or threatened violence against another pupil or a member of staff
  - Sexual abuse or assault
  - Supplying an illegal drug
  - Carrying an Offensive Weapon (Offensive weapons are defined in the Prevention of Crime Act 1993 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him".
  - Arson
  - Behaviour which poses a significant risk to the child's own safety.

If necessary, the School will involve the police for any relevant offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school.

### General factors the school considers before making a decision to exclude:

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the student concerned.

Before deciding whether to exclude a pupil either permanently or for a fixed period the Head

Teacher will:

- Ensure appropriate investigations have been carried out, which includes allowing the student to give her/his version of events.
- Explore the wider context, taking into consideration how much the incident may have been provoked (for example by bullying or by racial or sexual harassment).
- Consider all the evidence available to support the allegations taking into account the Behaviour for Learning Policy and other relevant Policies
- Explore alternative placements
- Explore the possibility of a managed move to another Bromley school.

The decision to exclude a student must be lawful, reasonable and fair. Schools have a statutory duty not to discriminate against students on the basis of protected characteristics, such as disability or race. Schools should give particular consideration to the fair treatment of students from groups who are vulnerable to exclusion. (Equality Act 2010)

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Behaviour outside of school can be considered grounds for exclusion.

The Headteacher may withdraw an exclusion that has not been reviewed by the governing body.

If the Headteacher is satisfied that on the balance of probabilities the student did what he/she is alleged to have done, then exclusion will be the outcome.