


# FORT FEDERATION

*Friendship for all, One vision, Readiness to learn and Trusting  
in God*

The Lord is my rock, my fortress and my protector  
2 Samuel 22:2

## ***Exclusions Policy*** ***(see also Behaviour Policy)***

**Policy Version :** October 2014  
**Policy Review Date:** 05 July 2017  
**Reviewed by:** Full Governing Body  
**Noted revisions:** Updated to reflect reference to behaviour principles  
**Next Review Date:** Summer 2018  
**Signed by the  
Chair:**   
**Date:** 05 July 2017

The policies of this Federation have been developed from our core values. In executing these policies special attention is taken to consider fairness, compassion and equality. Our belief is that we are all made in the image of God and are therefore equally valued, ensuring that these policies are for the benefit of the school and the wider community, and demonstrate the love of God through Christ.

# Exclusion Policy

## Introduction

Good discipline is essential to ensure that all pupils can benefit from the opportunities provided by education. The school's behaviour policy outlines expectations and key strategies for promoting good behaviour. The Government supports headteachers in using exclusion as a sanction where it is warranted. However, exclusion should only be used as a last resort, in response to a serious breach, or persistent breaches, of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

This policy is implemented in line with guidance from Devon County Council (DCC) and the Department for Education (DfE) and has been prepared in line with the Governor's statement of Behaviour Principles.

Key Guidance and regulations:

- Exclusion from maintained schools, Academies and pupil referral units in England - A guide for those with legal responsibilities in relation to exclusion (DfE 2012)
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Exclusions Guidance for Devon County Schools (DCC 2010)

## Types of Exclusion

There are two types of exclusion: Fixed Period and Permanent.

Fixed period exclusions may not be for more than 45 days in any one year.

## The Decision to Exclude

Exclusions will be used sparingly and only if there are serious breaches of the schools behaviour policy or civil law; or if allowing the pupil to remain in school would be seriously detrimental to the education or welfare of the pupil or others.

The Head teacher holds responsibility for taking the decision to permanently exclude a pupil. However in the absence of the Head teacher the Head of School may exclude a pupil for a fixed period.

Permanent exclusion is used as a last resort, when all other reasonable steps have been taken.

A pupil may, in extreme cases, be permanently excluded following a serious 'one off' breach of the school's behaviour policy. Within the schools in FORT Federation this could apply in the event of serious or threatened violence against a pupil or member of staff.

The decision to exclude a pupil must be lawful, reasonable and fair. Care is taken not to discriminate against pupils on the basis of protected characteristics, such as disability or race. Particular consideration is given to the fair treatment of pupils from groups who are vulnerable to exclusion.

Exclusion will not be used for minor offences or as a punishment for non-attendance. Where a pupil is excluded, steps will be taken to refer the pupil for support or to other relevant agencies

Fixed Period exclusions may not exceed 45 days in any one year; generally at Awliscombe and Payhembury Primary Schools these will be around 1-3 days in length.

Persistent poor behaviour at lunchtime may result in a fixed period exclusion which covers the lunchtime break. This is subject to the normal rights of appeal.

### **Procedures for Exclusion**

Following the decision to exclude a pupil, the Head teacher/ Head of School must:

- Inform the child's parents or guardians their child has been excluded, the type and length of the exclusion and the reasons for it
- Inform the parents in writing of their right to appeal to the Governing Body and to ask for an independent review panel to meet
- Ensure DCCs model letters are used for this purpose (Appendix A)
- Inform the Local Authority the same day, by use of a referral form, of the exclusion followed up by more detailed information within the next four days.
- Provide systems for work to be set for the child to undertake at home during a fixed Exclusion
- Follow DCC Guidance on fixed term and permanent exclusions (Appendix B)
- Follow the DFE guidance on what is excludable behaviour (Appendix C)

### **Procedures for permanent exclusion: Action by the Governing Body**

The Governing Body will nominate a pool of three to five governors, none of whom may be a member of staff, to serve as the Discipline Committee as the need arises. A clerk to the Discipline Committee will also be nominated. The quorum for the Committee is three members.

If the parents give notice that they wish to make representations, the governing body should arrange a meeting to discuss the exclusion as soon as is practicable according to set criteria (see table below for details). The meeting should be arranged at a time and place convenient for the parents within reason.

All efforts should be made to provide an environment which avoids intimidation and excessive formality. The governing body should advise parents and pupils that they may, if they wish, have someone of their own choice to accompany them and assist them at the meeting.

The meeting should serve for the purpose of enabling the parents to have their views heard and for the parents to hear the views of the school.

The decision of the meeting and the reason for the decision should be clearly communicated to the parents without delay.

### **Key websites and documents for guidance:**

Follow the links.

<https://new.devon.gov.uk/educationandfamilies/school-information/school-attendance/education-inclusion-service> (DCC)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_pupil\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf) (DFE)